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# Example of Accountant, Fund Accountant Job Description

Our company is growing rapidly and is hiring for an accountant, fund accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accountant, fund accountant

* Help implement best practices for the Accounting team’s processes
* Work closely with fund administrator to reconcile in-house books and records in a full NAV environment
* Reconcile Balance Sheet and Income Statement line items
* Calculate fund returns
* Review partnership allocations and investor statements
* Assist with tax allocations and K-1 and partnership tax return preparation
* Provide general back office support for other departments within the firm
* Enter and review fee set-ups in Mpower
* Assist with calculation of T3 factors and Return of Capital Adjustments (ROC)
* Assist Manager in new fund start-ups, fund wind downs and fund mergers

## Qualifications for accountant, fund accountant

* A Bachelor’s degree (Accounting preferred) is required or an equivalent combination of education, training and experience that would provide the knowledge, skills and ability
* Fund/ mandate reporting
* Prepare and maintain monthly books and records for complex fund structures
* Prepare year-end financial statements and footnotes for assigned funds in coordination with independent auditors
* Assist in the production and completion of quarterly and annual regulatory reporting
* Participate in monthly cash reconciliation processes