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# Example of CIB-Fund Accounting Analyst Job Description

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

## Responsibilities for cib-fund accounting analyst

* Work with our Operations Service Delivery colleagues in Europe to build out and continuously develop the Operation Service Delivery model for our Clients
* Be a primary communication source for escalation of all issues, service updates, and progress updates for the Client
* Maintaining an excellent and interactive relationship with internal partners including Client Services, Custody and Transfer Agency
* Manage directly and indirectly a team of professionals that work within the Fund Accounting team
* Supporting the Fund Accounting Teams in Offshore locations to deliver a quality product through efficient issue resolution and proactive client engagement
* Inquisitive by nature and technically competent across all aspects of Fund Accounting and Operations
* Production and Review LP / investors’ capital calls, distributions, investor financial reports and capital statements
* Strong appreciation and execution of internal controls, checklists and procedures and interaction with internal audit
* Fund Accounting and Unit Pricing validation
* Maintain high standard of Client deliverable and query resolution outputs through continual review and training

## Qualifications for cib-fund accounting analyst

* CPA [either obtained or in process] MBA or MS in Taxation is a plus
* Work with operations stakeholders to understand controls QA testing automation requirements & translate the same in solution design needed on system to deliver business benefits
* Better audit preparedness
* CIB and/or Business Analyst experience preferred
* Overall responsibility for ensuring that all deliverables are met - reporting on a daily, weekly and monthly basis
* Overall responsibility for compliance with documentation requirements and implementation of procedures (including file preparation, archiving, client specific checklist, permanent files and Standard Operating Procedures (SOPs)) ensuring that all team members are familiar with these)