Downloaded from <https://www.velvetjobs.com/job-descriptions/cib-fund-accounting-specialist>

# Example of CIB-Fund Accounting Specialist Job Description

Our company is growing rapidly and is looking for a cib-fund accounting specialist. 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 specialist

* Providing financial data (expense ratios, portfolio turnover, ) to financial reporting in the completion of quarterly, semi-annual, and annual reports to shareholders
* Calculate partner allocations including management fee, carry calculations and maintain waterfall models
* Preparation of investor capital calls, distributions, financial reports and capital statements
* Demonstrate ability and interest in understanding client's account structure its and various types of portfolio's, their deliverables, and some of their specific requirements
* Be a key point of contact for a significant JPM Client or multiple key Clients within Fund Accounting
* Build a stable relationship with the Client to support key interactions and seamless escalation
* Represent Fund Accounting across service and change discussions
* Ensure the service quality that is delivered to Clients is of an excellent standard
* Co-ordinate and participate in Fund Accounting service reviews with the Client
* Be a communication source for escalation of all issues, service updates, and progress updates for the Client

## Qualifications for cib-fund accounting specialist

* Experience using Geneva, Mark-It wire and TriOptima a plus
* Ability to support core business hours for our Client base
* Manage all client inquiries and requests from outside parties, auditors, in a professional manner
* Graduates of Diploma Degree or higher with good academic record
* Thorough knowledge of the Bank Debt asset class, including Primary and Secondary market trading
* 3+ years of accounting experience, preferable including Public Big 4 and partnership or private equity fund accounting