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# Example of Fund Accountant Job Description

Our growing company is looking to fill the role of fund accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for fund accountant

* Ensure all financial documents are completed and submitted within their strict timetables in coordination with the independent administrator
* Collaborate with other departments in order to effectively complete tasks in a timely manner
* Assist in maintaining a high quality work level within the group
* Continually work to expand upon and improve the efficiency and accuracy of all group process and procedures, the closing process and historical databases
* Ownership of the daily end of day reporting and analysis process
* Ownership of the valuation process for the funds’ investment portfolio, including review and analysis of vendor prices, broker marks, models and private equity positions
* Review and analysis of portfolio risk metrics for funds’ portfolio, preparation of regular risk reporting for risk committee and traders
* Preparation of monthly flash estimates and mid-month flash estimates for management and investors and preparing commentary and analysis of drivers
* Reporting of performance and exposures, details of drivers, and other metrics for senior management for month and quarter reporting periods
* Preparation of regulatory reporting and investor platform reporting related to the funds’ investment holdings

## Qualifications for fund accountant

* Zero to two years related experience
* Maintenance of master position data for the funds’ reporting systems
* Assisting with month end closing process, annual audit and financial statement reporting process
* Taking ownership of the reporting systems from a business standpoint and ensure accuracy in system information
* Coordinating with IT on enhancing reporting and development of standardization/automation in processes
* Coordinating data accuracy with fund administrator and ensure timely update of all systems