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# Example of Fund Accountant Job Description

Our innovative and growing company is searching for experienced candidates for the position of fund accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fund accountant

* Oversee daily Profit and Loss
* Calculate monthly Net Asset Valuations and partner/shareholder allocations
* Prepare annual financial statements and assist with general audit support
* Interface with external service providers and internal teams
* Provide support and internal reporting for investor relations, tax and risk groups
* Identify opportunities for procedural improvement ranging from simple process enhancements to larger strategic initiatives
* Assist in preparation of statutory and regulatory deliverables
* Working closely with Tax team to complete the annual K-1 and tax return review process
* Regulatory filings including Form PF, CPO-PQR, S, SLT
* Interaction with full service fund administrator, custodians and other third party service providers

## Qualifications for fund accountant

* Licensed CPA, or qualified and planning to sit for the CPA exams
* Progress toward the CPA
* At least 1 year in public accounting with a top 10 firm
* Completing internal reporting to Investor Relations, Tax, Risk and management
* Working closely with the operations and technology groups to research and resolve issues
* Working closely with the Investor Relations, Treasury, Legal and Compliance groups to provide reporting to clients and other third parties