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# Example of Fund Accounting Analyst Job Description

Our innovative and growing company is looking to fill the role of fund accounting analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for fund accounting analyst

* Assist in ascertaining that each of the funds complies with the provisions of Subchapter M of the Internal Revenue Code
* Prepare monthly, quarterly and annual distributions
* Prepare year-end shareholder reporting
* Prepare tax adjustments
* Support filing of Federal and State tax returns and extensions
* Prepare certain management reports for the investment company portfolio managers
* Assist in determining year end capital gain distributions
* Assist in reviewing data required to be disclosed on Form 1099 and other year end shareholder literature
* Retrieve and post data that include prices and pricing files, security master information, dividends, variable rates, , and generate reports and data files for use within Fund Accounting for internal and external clients
* Coordinate the distribution of fund information to third party vendors (e.g., Lipper, Morningstar) the preparation and review of board reports related to Fund Administration

## Qualifications for fund accounting analyst

* Plan and perform UAT
* Contribute to the update of Risk and Control Matrices, Service Level Agreements and Business Continuity Instructions
* Ability to contribute to the Business Benefits Assessment
* Domain knowledge in Asset Management space, Capital Markets and a good understanding of Financial Instruments
* Specific experience in Fund Accounting and/or Middle Office Operations
* Preferred experience in Hi-Portfolio or p-Control applications