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# Example of Fund Accounting Associate Job Description

Our growing company is looking to fill the role of fund accounting associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for fund accounting associate

* Manage treasury operations
* Help administer capital call/distribution notices and upload investors’ quarterly capital account data
* Develop astute recommendations and draw insights from little to massive amounts of information
* Maintain general ledger for various private equity and hybrid PE funds
* Reviewing all work product prepared by the Accounting staff, including monitoring and pricing of P&L, NAV’s and economic allocations
* Fund financial statements with footnotes and supporting schedule
* Coordinating and supporting audit
* Complex Investment structures (hold co’s, blockers, tax withholding, etc)
* Investment IRR’s
* Debt accounting & interest calculations

## Qualifications for fund accounting associate

* Graduates / Post Graduates (B.Com/MBA Finance preferred)
* 5+ years of Accounting or Back Office Operations experience within a Prime Broker, Administrator, Hedge Fund, Mutual Fund, Investment Advisor or Financial / Retirement Planner setting
* Drive Non Location Strategy projects, establish Governance across MBM and Site Initiative Projects ex
* Accounting degree with 150 credits for CPA Licensing
* Role for an accountant with responsibility for the daily and monthly tasks
* Complete the daily accounting responsibilities for specific funds, complete daily controls and solving daily issues which arise in the P&L process