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# Example of Fund Accounting Manager Job Description

Our company is hiring for a fund accounting manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fund accounting manager

* Other duties as allocated by the fund administration Department or senior management
* Ensuring compliance with process and procedures and that client files are updated
* Analyzing and calculating of performance metrics for partnerships/accounts for each investment
* Coordinating with funds’ independent auditors
* A very strong background in Fund Administration with a strong experience in the area of Private Equity
* A proven knowledge of the Fund Industry and demonstrable experience in leading teams in a similar role
* Experience working with the Investran system (beneficial)
* Educated to Bachelor’s degree level with a concentration in Accounting, Finance, Business or Economics (or equivalent qualification / work experience)
* Focus on team building, morale and retention of talent to ensure exceptional team performance
* Communicate effectively, providing information that is clear, concise and beneficial to others

## Qualifications for fund accounting manager

* Strong written, listening and verbal communication skills, effective telephone skills
* Experience with instilling a strong client service culture in teams is desirable in addition to the ability to represent the business to clients via presentations
* Extensive regulatory, legal and compliance experience
* Experience in using SharePoint or MyShare an advantage
* Comprehensive understanding of Fund Accounting (NAV and Financial Reporting)
* The candidate will ideally have worked extensively with investment management clients