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# Example of Fund Accounting Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of fund accounting specialist. 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 specialist

* Basic new hire training (IO/CC, email, intranet, PTO)
* Train representatives on new Fund Client’s products and procedures
* Provide and implement ongoing system upgrade and enhancement training
* Reinforcement training
* Create quizzes and evaluations to assess the training needs of the staff the effectiveness of the existing training sessions
* Coordinate meetings with the Mangers/Supervisors within the FA department to identify staff weaknesses and help to implement a reinforcement training course to help accountants/analysts meet expectations and improve their quality of work
* Create special process procedures and train the applicable individuals for special processes
* Validation and maintenance of MorningStar data
* Source and maintain fund, client portfolio and reference data
* Ensure data integrity between systems

## Qualifications for fund accounting specialist

* Ability / willingness to work weekends where required to facilitate incident / crisis processing
* Masters Degree (finance or accounting preferable)
* Frame of mind focused on productivity
* Support initiatives for continuous improvement and efficiency in the end to end operations model
* Be responsible for the delivery of the report and accounts to clients/auditors
* Minimum five years documented professional experience in investment fund company or Big4 with exposure to Investors taxation