Downloaded from <https://www.velvetjobs.com/job-descriptions/fund-accounting-specialist>

# 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. 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 specialist

* Ensure BAU SLA standards and procedures are adhered to
* Proactive identification of data issues and exceptions, timely resolution to preserve delivery to clients and key stakeholders
* Communicate with external data vendor (such as MorningStar) for data enrichment, cleansing and testing
* Work closely with technology teams and external vendors on data clean up and issues resolution
* Plan and execute user acceptance test
* Support project manager on other data cleansing exercises
* Support onboarding activities
* Prepare journal entry directives, including support, to instruct the fund administration team on investment and fund related journal entries
* Month-end/quarter-end general ledger close activities such as review of equity pickup entries, AR/AP schedules, and investment balances
* Assist in the preparation of monthly foreign currency and hedge analysis

## Qualifications for fund accounting specialist

* 1+ years of corporate experience, preferably in IT or finance related areas
* Very confident computer user, comfortable learning new tools and programmes quickly
* A results orientated individual who has a logical and analytical method of working
* Ability to work on own initiative/project when required, in the team
* Highly motivated, reliable, well organised
* Highly competitive benefits package including Health & Life Insurance