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# Example of Fund Accounting Specialist Job Description

Our growing company is searching for experienced candidates for the position of fund accounting specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fund accounting specialist

* Assist with review of financial statements and other reports prepared by the fund administration team
* Interface with external auditors regarding the annual financial statements for main funds and co-invest funds
* Input wire transfers into the treasury system
* Prepare quarterly partner loan interest statements
* Assist with ad hoc projects (investor requests and other miscellaneous management requests)
* Responsible for the Fund Accounting oversight of Irish and Luxembourg based mutual funds
* Responding to internal and external fund accounting queries
* Oversight, co-ordination and review of fund distributions
* Oversight and management of third-party vendors (fund accountants, administrators, custodians) related to the Funds
* Coordinate and communicate daily inquiries to appropriate internal departments

## Qualifications for fund accounting specialist

* Excellent English, with at least one additional European language (French, Italian, German…)
* Sound understanding of Reuters and pControl
* A collaborative culture and great teams
* Ability to work effectively in a team or individual environment
* Bachelor’s degree in accounting or the equivalent combination of education and experience is required
* 7+ years of Private Equity Fund accounting experience, including waterfall analysis and specification and/or development strongly preferred