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# Example of Fund Accounting Supervisor Job Description

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

* Oversight and responsibility of the Fund Accountants, providing, amongst others, technical support and advice, and ensuring that all the procedures are diligently followed by the Fund Accountants
* Endeavor to set direction and vision for the team and to build and enhance capabilities within the team covering all facets of project delivery disciplines
* First escalation point for the FA Fund Accountants in providing technical support and advice
* Ensure that a new team member will get the appropriate coaching in the team
* Expected to develop a detailed understanding of the targeted business and at the same time, to engender long term relationships with targeted lines of business
* Builds capability within the team covering all facets of project delivery disciplines
* Builds high performing diverse teams, leveraging individual capabilities and strengths
* Clearly expresses a vision for change
* Expected to develop expert knowledge of fund accounting, shareholder servicing, and portfolio management software, all department automation relevant to the daily valuation, trading, and reporting of funds
* Actively manage administrators

## Qualifications for fund accounting supervisor

* Coach, advise and train the Administrators in the team to a level where they are largely self sufficient and competent at investigating and resolving breaks
* Manage a level of client interaction needed to resolve breaks
* Reconcile asset balances to the prime brokers/counterparties on a daily basis
* Reconcile cash balances to the prime brokers/counterparties on a daily basis
* Annotate all open items in a clear and concise manner
* Proactively follow up and work with the TCM Production Team, Derivatives Team, NAV Support, Transfer Agency and the client custodians and brokers to clear breaks on settled transactions