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# Example of Fund Accounting Supervisor Job Description

Our company is looking to fill the role of fund accounting supervisor. 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 supervisor

* Track lifecycle events for complex instruments from initial set up to closeout
* Provides input to routine & exceptional decisions regarding processes / systems issues, utilizing depth of knowledge/technical expertise to provide guidance and direction to teams
* Ensure that daily NAVs are completed accurately and timely by the team
* Supervises day-to-day activities for the team, and ensure timely completion and accurate dissemination of information
* Ensure that all periodic tasks are completed accurately, reviewed and provided to appropriate parties as necessary by required deadlines
* Acknowledge requests and liaise with Investment Accounting to ensure external and internal audit requests are completed timely and identified issues are resolved for applicable funds
* Liaise with all key stakeholders that rely on Investment Accounting Services hand-offs
* Review and ensure all Investment Accounting Services policy and procedure documentations are updated as required
* Attend meetings with business partners and projects as required
* Support the Manager in ensuring that the Performance Management process is completed by conducting staff appraisals and ensuring timely feedback is provided to staff

## Qualifications for fund accounting supervisor

* Industry, accounting or other recognized accredited program would be a significant advantage
* Fluent in English - other language is certainly an asset
* Degree Qualified in Finance / Economics / Business Or Equivalent
* Bachelor’s degree in Accounting, Finance, or Economics (CPA designation a plus)
* Prior experience with various financial products
* Provides ongoing feedback to support staff development and performance