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# Example of Fund Accounting Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of fund accounting supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fund accounting supervisor

* Be a point of contact for multiple key Clients within Fund Accounting
* Build a stable relationship with Clients to support key projects and client events
* Manage the end to end process for new share class/fund launches with new and existing clients
* Maintain an excellent and interactive relationship with internal partners including Client Services, Custody, Product and Transfer Agency
* Supervise and direct staff in the daily performance of duties while ensuring adherence to established procedures
* Evaluate employee performance, deliver feedback, assess training needs and provide career development
* Promote a cultural quality and accountability while focusing on problem resolution and escalation of issues
* Develop and implement departmental policies and procedures with an emphasis on risk mitigation
* Ensure processes have adequate controls, if not, urgently close gaps and work towards longer term solutions
* Open and clear communication of information regarding issues and business events across organization

## Qualifications for fund accounting supervisor

* Demonstrated ability to work in changing, fast-paced work environment
* 1 year supervisory experience a plus
* 1 year of supervisory experience a plus but not required
* You have 3 to 5 years of experience in Fund Accounting/Fund Administration functions
* Good knowledge of functions in the Funds value chain
* Client facing subject matter expert for Fund Accounting projects and implementations