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# Example of Fund Accounting Supervisor Job Description

Our company is looking for a fund accounting supervisor. 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 supervisor

* Overall responsibility for client relationships and meetings
* Process capital calls, distributions, and statements for the PE accounts
* Place outbound phone calls to clients in response to written inquiries, or to obtain clarification on transaction processing requests
* Preparation and review of mutual fund Annual and Semi-annual Report data backup
* Liaison between Fund Accounting and Financial Reporting departments)
* Preparation and review of various Annual and Semi-Annual report related requests including NSAR, PBC Lists.
* Coordinate with external audit firm to supply test data for annual SOC 1 reporting
* Prepare and review monthly ad hoc reporting including but not limited to team metrics, custody market values, Fed Report, Seed Capital Analysis
* Preparation and review of monthly and quarterly ICI reporting
* Preparation and review of quarterly Audit related board materials

## Qualifications for fund accounting supervisor

* Co-ordinate and support the relevant Fund Accounting Teams who will support the day to day service
* Manage internal and external communications with key stakeholders
* Responsible for managing operational readiness for Fund Accounting
* Maintain onboarding plans and project logs
* Conduct Client meetings to discuss any changes to operational processes that may be required
* Represent our clients on internal change forums, liaising with multiple parties including Client Service and Fund Accounting Product