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# Example of Fund Accounting Job Description

Our company is growing rapidly and is looking for a fund accounting. 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

* 15% Oversees daily valuation process ensuring accurate NAV calculations, including reviewing portfolio returns to benchmark expectations and when necessary, substantiating securities pricing
* 10% Monitors department workflow and accounting system processes to ensure they are effective and efficient in meeting deadlines
* 10% Assists the management in analyzing and researching proper accounting valuation and reporting issues
* Managing a team to ensure all members are enabled to operate at optimum level
* Promoting high quality client experience
* Delivering NAVs for a range of clients
* Reviewing trial balance and underlying information to ensure accuracy
* Analysing and reviewing movements in NAV
* Preparing and presenting reports at Board meetings
* Provide campus support to faculty and staff in the processing and management of various funds, gifts, grants and endowments, in the Oracle system

## Qualifications for fund accounting

* Knowledge of the Sungard InvestOne System preferred
* Heavy unit pricing background - mandatory
* Minimum 7-8 years' experience in alternative fund services industry with a minimum 4 years at manager level
* Proven experience in acting as a senior point of contact for clients
* Proven leaderships qualities excellent interpersonal skills
* Strong communication, negotiation & influencing skills