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# Example of Fund Accounting Job Description

Our innovative and growing company is looking to fill the role of fund accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for fund accounting

* To identify efficiency and area’s for improvement to reduce risk and become more efficient
* Cash and Portfolio Reconciliations (custody and non-custody)
* Valuations and Price analysis
* Preparation of compliance reporting information
* Blocker corporation net asset value calculation
* Investor distribution and capital call analysis
* Investor Statement, Capital Call and Distribution preparation
* Income and Expense Processing
* Review and Organization of underlying holding/investment documents and statements
* Review and Organization of fund documents in order to interpret and execute allocation requirements

## Qualifications for fund accounting

* Educated to Masters or degree level with professional accountancy qualifications desirable
* Self-motivated with the ability to work on projects in a team environment stand-alone
* 1+ year of professional experience, public accounting or private equity
* Strong knowledge of private equity fund accounting
* Bachelors degree, Finance, Accounting, or other relevant areas of study preferred
* Knowledge of complex accounting and securities processing procedure