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# Example of Fund Accounting Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Preparation of internal analysis and reporting
* Audit support and financial statement review
* Fund Accounting team management
* Review quarterly and annual reporting deliverables
* Review monthly reporting deliverables including NAV files, investor statements and customized reports
* Review quarterly reporting templates which will be included in quarterly filing and / or press release
* Actively manage / coach staff
* Coordinate / work with Operations group and the administrator to resolve issues
* Accounts according to procedures and within scheduled timeframes
* Records and responds to partner and client inquiries, providing guidance and resolving

## Qualifications for fund accounting

* Be independent, confident, self-motivated, pro-active and mature
* Master degree in Finance/Economics and ideally possess an accounting qualification
* Minimum of 6-7 years’ fund accounting experience, additional experience in finance would be an asset
* Mutual, Fund of Fund, Hedge Fund product exposure
* Minimum 4+ years of experience in Fund Accounting process
* Advanced knowledge of requisite computer software and systems