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# Example of Fund Associate Job Description

Our company is growing rapidly and is looking to fill the role of fund associate. 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 associate

* Maintain controls and procedures associated with fund launches, modifications, terminations and transitions
* Assisting with the calculation of distributions and NAVs any capital calls from Investors
* Responsible for all fund/client reports (monthly, quarterly and annual reports) supporting with ad-hoc requests, RfPs from existing clients and potential clients and any other internal or external requests
* This Operations Associate will have a primary focus on private fund reconciliation within our portfolio system
* They will work with internal clients and third party administrators as needed for the launch of new funds, tracking capital calls and disbursements as they occur, and assisting with any data requests related to the private funds
* This associate will also be the primary contact for one of our internal clients, assisting in a daily reconciliation process for their accounts, with monthly adhoc reporting requests including performance and composite analytics
* Present investments to the foundation's Investment Committee
* Manage and monitor portfolio investments and facilitate interactions between investees, program teams and the foundation's Investment Committee with regards to strategic, financial and legal opportunities/issues
* Research and evaluate investment strategies and specific companies/investment opportunities as part of program strategy development those arising from relationships with existing investees and co-investors
* Review all trade requests such as purchases, redemptions, switches, transfers, systematic plans, and non-financials for proper documentation and authorization

## Qualifications for fund associate

* Updates of security information (e.g., prices, ratings, cash flows)
* In addition to the monthly processes, there are quarter-end tasks that need to be performed
* Apart from processing the client databases, the Investment Accountant may be asked to assist our Consulting Services staff with converting data for new Clients into our systems."
* Candidates to research on hedge funds industry and demonstrate how much they understand of it
* Or prior related experience
* Mutual fund regulatory, GAAP and tax knowledge preferred