Downloaded from <https://www.velvetjobs.com/job-descriptions/fund-controller>

# Example of Fund Controller Job Description

Our growing company is searching for experienced candidates for the position of fund controller. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for fund controller

* Manage the annual audit process with the funds' Auditor and Tax Preparer
* Manage capital calls & fund closings with the funds' Administrator
* Review and approve all individual investor statements
* Recommend, develop and document new procedures and systems to improve operating and accounting efficiency of the department
* Lead/participate in projects and working groups on risk related topics and developments
* Daily valuation of OTC derivatives, including complex structured products
* Daily monitoring and management of collateral positions
* Monitor investment compliance with legal requirements, prospectus, internal policies and guidelines
* Review financial statements, ensuring accordance with US GAAP
* Fund accounting and reporting

## Qualifications for fund controller

* 2-5 years’ experience in investment partnership and fund accounting experience required
* Audit and financial reporting experience or fund administration experience preferred, CPA a plus
* Knowledge of global multi-asset markets, products and processes a plus
* Must be able to effectively manage a team to ensure completion of company objectives
* 3+ years of experience out of a Hedge Fund, Hedge Fund Administrator, and/or Public Accounting firm
* Previous experience with Hedge Fund Accounting, Net Asset Value, and Month-end Close