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# Example of Fund Controller Job Description

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

## Responsibilities for fund controller

* Manage relationship with third party fund administrator and auditor managing year end tax and audit process flow
* Represent the accounting department on the internal pricing committee that manages internal pricing standards
* Maintain key schedules, including capital schedules, preferred return & interest calculations and fund waterfalls
* Start-up and Pre-launch
* Fund structuring
* Fund and Partner Accounting
* Preparation of Fund Financial Statements
* Preparing partner capital account statements
* Coordinating and supporting the financial statement audit
* Cash management and operations

## Qualifications for fund controller

* Strong GAAP accounting background
* Tax familiarity desired
* Yardi Voyager software experience preferred
* Professional, detail oriented self starter and team player that is able to work well independently, with others
* Practical understanding of private equity and hedge fund mechanics
* 3+ years of real estate investment accounting experience