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# Example of Fund Job Description

Our company is growing rapidly and is looking to fill the role of fund. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for fund

* Maintain day to day contact with all clients in relation to accounting matters
* Reviewing annual financial statements and interpret relevant accounting guidance
* Book journal entries in the accounting database
* Provide auditors with necessary supporting documentation
* Assist with preparation of monthly financial statements for multiple entities within a master-feeder fund structure
* Monthly reconciliations for balance sheet and income statement accounts
* Interact and resolve issues with the Fund Administrator on a daily/monthly basis
* Assist in annual financial statement preparation across the funds
* Assist with expense processing and allocation among the entities
* Assist with special projects and process improvements

## Qualifications for fund

* Licensed CPA or candidate pending final licensing
* Audit and/or partnership tax experience strongly preferred, with an investment company emphasis
* Recording journal entries, consolidations and capital allocations
* Produce and review monthly Fund NAV’s and Investor allocations
* Oversee cash and position reconciliation
* Monitor trade processing and other end-of-day procedures