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# Example of Hedge Fund Accountant Job Description

Our company is looking to fill the role of hedge fund accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for hedge fund accountant

* Recalculating and verifying management and incentive fees
* Reviewing month-end NAV and resolve issues with administrator on various trading related issues
* Involvement in valuation of portfolio including equities, bonds, options, CDS, loans and other products
* Participating in special projects pertaining to risk, compliance, technology and reporting
* Assisting with annual financial statement preparation
* Assistance in reviewing K1s
* Monthly investor reporting and responding to various investor queries and reporting requirements
* Assistance with regulatory reporting including Form PF, CPO PQR, Form ADV, 13F, and other various regulatory requirements
* Participate in valuation of portfolio including equities, bonds, options, CDS, loans and other products
* Oversee monthly investor reporting and responding to various investor queries and reporting requirements

## Qualifications for hedge fund accountant

* Must be organised and methodical in their approach and have a keen attention to detail
* An accountancy degree or post graduate qualification (CPA etc) is an advantage
* Reconcileng the funds cash to outside sources
* 2-3 years prior public accounting/fund accounting experience
* NAV review from admin / financial preparation
* Aging schedules