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# Example of Hedge Fund Accountant Job Description

Our innovative and growing company is searching for experienced candidates for the position of hedge fund accountant. 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 hedge fund accountant

* Maintain all sub-ledgers and supporting details
* Work closely with outside auditors and tax advisors
* Utilize your prior accounting experience to produce daily performance, risk and attribution reports for 3-4 hedge fund clients
* Utilize your prior accounting to manage all budgeting cash flow forecasting for hedge fund clientele
* Utilize your multi-tasking abilities to document verify positions equity, fixed income and derivative positions held with hedge fund counter parties
* Reconciling the funds cash to outside sources the positions / securities to outside sources
* Tracking of security payment and accrual activity
* Daily reporting to portfolio managers and senior management
* Preparation of monthly NAV reporting daily reports to management for multiple investment vehicles
* Preparing monthly investor allocations, including management and incentive fee calculations for multiple fee and class structures

## Qualifications for hedge fund accountant

* Strong working knowledge of various financial instruments (swaps, futures, forwards, ) and accounting for those instruments
* Strong GAAP and Accounting Principles
* Month End Close/Quarter End Close
* At least 1+ year of relevant accounting and financial reporting experience in the financial services sector
* 3+ years of audit or tax experience– with exposure to hedge funds, private equity or venture capital sectors
* Partnership Tax and/or Accounting experience