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# Example of Hedge Fund Accountant Job Description

Our innovative and growing company is looking for a hedge fund accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for hedge fund accountant

* Preparing and reviewing monthly client statements for distribution
* Working with the Information Technology team to develop and implement new reporting tools and enhance reporting transparency
* Preparing year-end audit reports and financial statements
* Maintain accuracy of reporting of investment activities
* Review and confirm fund estimates, general ledger and NAV from the fund administrator
* Manage a team of 2-5 direct reports and guide their professional development
* Lead major technology initiatives focused on increasing the scalability of our process and providing solutions to client mandates
* Lead Financial Control working groups responsible for executing strategic initiatives
* Participate in recruitment efforts
* Recording trade information, income activity and pricing of securities in the Portfolio Accounting System

## Qualifications for hedge fund accountant

* Bachelor's or Master's degree in finance and accounting preferred however we are welcome to see applications from all fields of studies as we provide an extensive training
* Experience using partnership accounting applications a plus
* 3+ years of fund accounting across hedge fund, private equity, mutual fund or venture capital industries
* Desire to join a collaborative team with work-life balance
* 3+ years of Hedge Fund Accountant experience
* 1+ year of Fund Accounting experience