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# Example of Mutual Fund Accountant Job Description

Our growing company is looking for a mutual 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 mutual fund accountant

* Identify and research reporting issues arising from application of accounting principles and standards and rules and regulations of the SEC and other regulators and assess their applicability
* Maintains adequate accounting and control for various accounting functions
* Responsible for performing routine to moderately complex accounting activities relating to the maintenance of a complete and accurate general ledger, preparation of daily work packets and calculation of daily NAV
* Prepare and review fund expenses, including allocation, review and analysis
* Identify exceptions and problems affecting accounting records and prices, communicating same to management, and assisting in their resolution
* Independently resolve and coordinate resolution of the problems within the budgeting and financial reporting process
* Audit, resolve, and approve net asset value/unit value calculations of funds daily to ensure no discrepancies remain undiscovered that would result in reporting an incorrect net asset value
* Assures fund administration compliance with the Investment Company Act of 1940 the Securities Acts of 1933 and 1934
* Responds to inquiries regarding accounting policies, procedures, and issues from management, external auditors, and regulatory authorities
* Assist in preparing reports for the Mutual Fund/Series Funds Board of Trustees/Directors

## Qualifications for mutual fund accountant

* Proficiency in Microsoft Excel highly desirable
* Custodian
* Transfer Agents
* Sub-advisors
* Analyzing and reconciling financial data to generate Semi-Annual and Annual Reports and assisting in
* Previous experience supporting mutual funds