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# Example of Mutual Fund Accountant Job Description

Our growing company is looking to fill the role of mutual fund accountant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mutual fund accountant

* Participating and coordinating client/process/solution onboarding on the team level
* Identifying inefficiencies, risks and control gaps in the process and help develop and implement changes to eliminate them
* Conduct quality control over reports and NAV generated by outsourced service providers
* Review invoices and ensure accurate processing in the funds
* Preparing cash activity and projections for the portfolio managers, researching and verifying corporate behaviors, verifying daily interest, dividend and expense accruals, and posting security trade and shareholder activity
* Prepare monthly reconciliation work papers and ad hoc reports
* Assists with the coordination, preparation, validation and review of the SEC financial data filings to ensure they are filed timely and accurately
* Prepares financial statements and reports
* Prepares and develops reports for management and/or for regulatory authorities
* Prepare the tax provision for annual reports including supporting schedules

## Qualifications for mutual fund accountant

* One to two years of experience in accounting or finance activities
* Proficient computer navigation skills using a variety of software packages including Microsoft Office applications
* Experience or understanding of investment concepts strongly preferred
* Determine daily fund values, including verification of pricing within required time frame
* Complete periodic and monthly reconciliations on a timely basis
* Distribute fund data to internal and external stakeholder