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# Example of Mutual Fund Job Description

Our company is hiring for a mutual fund. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mutual fund

* Actively follow-up on pending issues with respective custodians
* Review and maintain monthly and quarterly tax compliance, IRC diversification, income tests
* Verify that all proper paperwork is received and complete
* Support 529 account processes and controls
* Serve as a department floater to provide coverage for most functions within the department as needed
* Responsible for solving complex routine and non-routine problems
* Collaborate and communicate (written and verbal) with branch offices, third parties, vendors, and internal departments through phone, email and internal messaging systems to solve escalated and complex issues
* Process accrual and periodic dividends for assigned fund families
* Schedule and execute SuRPAS system events for nightly processing and posting of client transactions
* Complete corporate actions pertaining to fund families, mergers, name change, liquidations

## Qualifications for mutual fund

* Problem solving attitude with an eye for detail
* Bachelor's degree with a minimum of 5 years of related experience in the financial services industry
* 7 years investment related experience with specific subject matter expertise in mutual funds
* Othe mechanics of a Transfer Agent
* Ostrong understanding of the 40 Act, and its implications on business processes
* Oan up to date working knowledge of key initiatives such as Money Market Reform and FATCA