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# Example of Mutual Fund Job Description

Our company is looking for a mutual fund. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for mutual fund

* You will be providing back office administration including processing Mutual Fund transactions
* Completes all adjustments (e.g., trades, adjustment, accounting entries, transfers in kind, allocation of dividends, ) needed to keep the fund in balance with the recordkeeping system
* Works with appropriate areas of the firm and outside partnerships
* Provide strategic direction and aid in the professional development of the associates on the Portfolio Guidance Team
* Work in partnership with internal stakeholders and committees in making better informed decisions consistent with the firm's long-term strategy
* Deliver effective written and verbal communication to financial advisors, internal departments, firm leaders, and investment management firm contacts
* Work with both internal and external business partners to research and resolve issues, troubleshoot and provide seamless service
* Seamlessly deliver products and services through various proprietary and non- proprietary distribution channels to profitably grow market share
* Optimize current opportunities while identifying and acting on emerging medium and long term trends and opportunities
* Develop a solid understanding of markets, competitors, product trends, advisor and client insights, that can be utilized to effectively support our existing products and to respond to emerging needs

## Qualifications for mutual fund

* Series 7, 66 and 24 required to apply
* Series 9 & 10 or 53 required within six months of start date
* An advanced level of proficiency with Jones systems is preferred
* Must demonstrate comfort and ability to work in a fast paced, high risk environment
* Must have strong time management and organizational skills with the ability to multi-task and handle a heavy workload in order to be able to fulfill all the roles within the department
* Must have excellent word-processing and spreadsheet skills