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# Example of Specialist Fund Job Description

Our company is hiring for a specialist fund. 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 specialist fund

* Assigns appropriate coding for donations received and completes input into donor system importing demographic, company master and other files into donor management system
* Scrub import files prior to import and validate records updated as needed
* Pull specific donor information from database to include on acknowledgment letters
* Generate and mail recognition letters for related donation inputs
* Send communications using web-based program
* Manage and execute daily fund administration oversight activities
* Coordinate the production and review of statutory reports with fund administrators, auditors, type-setter and translators
* Control and approve dividend distribution calculations from 3rd party service providers
* Coordinate fund events and corporate actions in relation with the oversight activities
* Keep internal procedures up to date

## Qualifications for specialist fund

* Good knowledge of mutual and hedge funds dealing process will be an asset
* Knowledge of French/Spanish/German/Italian language will be an asset
* Client focus approach
* BS/BA degree in finance or related field
* Minimum 3 years successful experience in the accounting or banking fields
* Proficiency in Excel and other windows-based software (Excel Formulas, Macros, Pivot Tables)