Example of Fund Job Description

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Our company is growing rapidly and is looking to fill the role of 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 fund

- Maintain day to day contact with all clients in relation to accounting matters
- Reviewing annual financial statements and interpret relevant accounting guidance
- Book journal entries in the accounting database
- Provide auditors with necessary supporting documentation
- Assist with preparation of monthly financial statements for multiple entities within a master-feeder fund structure
- Monthly reconciliations for balance sheet and income statement accounts
- Interact and resolve issues with the Fund Administrator on a daily/monthly basis
- Assist in annual financial statement preparation across the funds
- Assist with expense processing and allocation among the entities
- Assist with special projects and process improvements

Qualifications for fund

- Licensed CPA or candidate pending final licensing
- Audit and/or partnership tax experience strongly preferred, with an investment company emphasis
- Recording journal entries, consolidations and capital allocations
- Produce and review monthly Fund NAV's and Investor allocations
- Oversee cash and position reconciliation
- Monitor trade processing and other end-of-day procedures