



# Example of Hedge Fund Accounting Job Description

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Our growing company is searching for experienced candidates for the position of hedge fund accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hedge fund accounting

- Review ad-hoc and recurring requests from current investors
- Ensures that proper documentation including NAV binder in compliance with SAS 70 is maintained
- Coaches team members to ensure that they are developing skills for advancement to next level
- Takes lead on Audit engagements including preparing full set of financial statements including supporting schedules such as unrealized/cost roll forwards
- Assists manager in meeting client expectation by monitoring timely delivery of daily, weekly and monthly deliverables
- Review accounting work and reconciliation packages prepared by staff
- Ability to articulate issues and research/identify innovative solutions
- Demonstrate ability to adapt when unusual situation arises such as staff turnover, system issues
- Motivate team members by providing annual goals, providing challenging environment and provide informal and formal feedback in form of performance assessment
- Reviewing all work product prepared by accounting staff

## Qualifications for hedge fund accounting

- Bachelor's degree with emphasis in Accounting strongly preferred, Master degree a plus

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- BA in accounting, finance, economics or professional accounting designation (CFA, CGA, CMA, CA, CPA)
- 3-5 years of fund accounting experience in either a Hedge Fund or Hedge Fund Administrator where the accountant has gained financial products knowledge
- A team player, able to cope with individual responsibilities