
FUND ACCOUNTANT RESUME

Job Objective:

To obtain a Fund Accountant position and to contribute to the success and reputation of the company.

Highlights of Qualifications:

- In Depth knowledge of accounting, GAAP, fund structures and financial reporting concepts
 - A great deal of experience in financial statement preparation
 - Ability to maintain strict confidentiality of client, investment and company information
 - Amazing ability to work on several projects and meet inflexible deadlines
 - Ability to interpret and apply judgment to tasks based on broad policies and procedures
 - Ability to work in a fast paced environment under time constraints
 - Strong written and verbal communication skills
 - Strong analytical and interpersonal skills
 - Excellent communication, problem solving and organizational skills
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Professional Experience:

Fund Accountant, August 2005 – Present
The Mergis Group, Wheaton, IL

- Assisted in preparing capital calls and distribution schedules and notices.
- Assisted with annual audit and tax return preparation and cash management.
- Handled multiple entity general ledger processing.
- Processed transactions, like accounts payable, expense reimbursements and invoicing.
- Assisted in various projects, as needed.
- Worked together with and answered to ad hoc limited partner requests.

Fund Accountant, May 2000 – July 2005
Excel Partners, Inc., Wheaton, IL

- Reviewed financial reports on monthly, quarterly and annual basis.
 - Assisted with management reporting and the annual audit and tax process.
 - Performed monthly allocations and valuation of underlying funds.
 - Reviewed and analyzed monthly calculations and estimations.
 - Ensured appropriate calculation and payment of varied fee transfer of funds and redemption payments.
 - Recorded and maintained investment activity.
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Education:

Bachelor's Degree in Accounting, University of Phoenix, Jacksonville, FL

Master's Degree in Accounting, Walden University, Minneapolis, MN

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