
FUND ACCOUNTING MANAGER RESUME

Summary:

A finance professional with sufficient knowledge and experience in investments management and has adequate managerial accounting experience, has extensive know-how in ERP and other integrated systems as well as cost accounting systems; has ability to analyze costs, processes, variances and interpret them; has a broad knowledge of local laws, and federal policies and procedures; can analyze accounts thoroughly and efficiently and has a proven ability to prevent account overdrafts and discrepancies; has an excellent technical ability and interpersonal skills that allows for an amiable working environment.

Professional Experience:

Fund Accounting Manager January 2007 – Present
State of North Dakota-Public Finance Authority, Bismarck, ND

Responsibilities:

- Maintained updates and reconciliation of books and records of specified funds.
- Produced financial statements, reviewed the accuracy of its calculations and other external returns.
- Ensured compliance with current regulatory requirements.
- Handled team management initiatives including appraisals, staff development and recruitment.
- Reported fund activities and other financial issues to management.

Fund Accounting Specialist June 2004– January 2007
Franklin Templeton Investments, San Mateo, CA

Responsibilities:

Coordinated the production and review of the annual and semi-annual reports.
Handled product development initiatives.
Produced various internal and regulatory reports.
Investigated discrepancies and consolidated data for filing and escalation to higher management.
Resolved issues regarding financial matters.
Managed accounting and tax information provided by the outsourced service provider.

Accounting Manager February 1999 – May 2001
Calypso Technology, San Francisco, CA

Responsibilities:

- Maintained updates and reconciliation of books and records of specified funds.
- Produced financial statements, reviewed the accuracy of its calculations and other external returns.
- Ensured compliance with current regulatory requirements.
- Handled team management initiatives including appraisals, staff development and recruitment.
- Reported fund activities and other financial issues to management.

Fund Accounting Specialist June 2004– January 2007
Franklin Templeton Investments, San Mateo, CA

Education:

Master of Financial Economics
New York University, NY, 2000
Bachelor of Science in Accountancy
New York University, NY, 1998

Skills:

- Strong knowledge in accounting, audit practices and principles, and funds management
- Proficiency in both oral and written communication skills
- Ability to communicate clearly and articulate thoughts and ideas
- Proficiency in computer applications such as MS office (Excel, Word, PowerPoint)
- Knowledgeable in applicable laws, codes and regulations
- Team player, ability to work in a fast paced, multi-tasking environment

Awards and Affiliations:

Certified Public Accountant, 2000
North American Financial Accountant Society, Member

[Build your Resume Now](#)