
Fund Controller Resume

Job Objective

Seeking work as a Fund Controller with a company in order to advance my skills and career in this field.

Highlights of Qualifications:

- Remarkable experience in processing of fund administrator
 - Familiarity with fund accounting, financial and managerial reporting, and financial analysis
 - Wide knowledge of GAAP and financial statement preparation issues
 - Huge knowledge of accounting
 - Ability to manage annual fund financial statement audit process
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Professional Experience:

Fund Controller
Lucas Group, Tampa, FL
August 2005 – Present

- Supervised computation of fund administrator's monthly NAV calculations.
- Administered reconciliation of fund cash and portfolio balances.
- Distributed reports to investors.
- Outlined monthly portfolio and monitored processing of fees.
- Handled annual fund financial statement audit process.

Fund Controller
Michael Page International, Tampa, FL
May 2000 – July 2005

- Formulated funds' financial statements and capital account statements.
 - Coordinated with auditors and handled income and expense accruals.
 - Computed shareholder allocation and financial statement.
 - Administered team of Fund Accountant and Senior Fund Accountants.
 - Corresponded with P&L team and installed derivative instruments.
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Education:

Bachelor's Degree in Finance
McNeese State University, Lake Charles, LA

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