
Mutual Fund Accountant Resume

Job Objective

Seeking a Mutual Fund Accountant position in management support where achieved accounting skills will be developed.

Highlights of Qualifications:

- Certified Public Accountant with experience working in the investment management industry
 - Strong knowledge of mutual fund accounting, equity markets and equity trading
 - Thorough understanding of the Fund's investment objectives and industry guidelines
 - Strong analytical problem solving and organization skills
 - Ability to successfully manage and complete multiple responsibilities simultaneously
 - Ability to communicate effectively both orally and in writing
 - Ability to work accurately and maintain composure under pressure while meeting strict deadlines
 - Working knowledge of PC Applications (Excel, Word, and PowerPoint)
 - Good interpersonal, communication, analytical, reconciliation and teamwork skills
 - Trustworthy individual with strong ethics and integrity
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Professional Experience:

Mutual Fund Accountant, August 2005 – Present
Accountemps, Blackwood, NJ

- Ensured to update and monitor the daily trading, general ledger activity and pricing of funds.
- Prepared and re-reconciliated daily trial balances for assigned funds.
- Reconciled fund records to custodian, transfer agent and portfolio groups.
- Prepared daily and monthly reconciliations.
- Coordinated and assisted the auditor for periodic reports.
- Assisted with coverage of other funds and projects as needed.

Mutual Fund Accountant, May 2000 – July 2005
Legg Mason, Blackwood, NJ

- Prepared and recorded the monthly and quarterly Mutual Fund revenue and expense journal entries.
 - Prepared monthly balance sheet and account reconciliations.
 - Processed and allocated mutual fund bill payments.
 - Prepared and analyzed accounting records and financial reports, and ensured accuracy and completeness.
 - Computed taxes owed and prepared tax returns, ensuring compliance with payment, reporting and other tax requirements.
 - Analyzed business trends, costs, revenues, and financial commitments to plan future revenues and expenses.
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Education:

Bachelor's Degree in Accountancy, Bentley University, Waltham, MA

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