

# Kevin Richardson

## Fund Accountant

Boston, MA | (123) 456-7890 | kevin.richardson@email.com

**Fund accountant specializing in investment portfolio management and financial reporting**

**Fund accountant with six years of experience managing financial reporting, reconciliations, and compliance for investment funds. Skilled in analyzing portfolio valuations, preparing net asset value (NAV) calculations, and ensuring adherence to regulatory requirements. Adept at working with hedge funds, private equity firms, and asset management companies to maintain financial accuracy and transparency.**

## Professional Experience

### Fund Accountant

*Harbor Investment Management, Boston, MA | May 2021 - Present*

- Prepare daily and monthly NAV calculations for investment funds totaling over \$1 billion in assets under management
- Reconcile portfolio transactions, identifying and resolving discrepancies to maintain 99% reporting accuracy
- Work closely with auditors and regulatory bodies to ensure compliance with GAAP and SEC reporting requirements

### Accounting Associate

*New England Asset Management, Boston, MA | July 2018 - May 2021*

- Assisted in preparing financial statements for mutual funds and private equity clients, improving reporting efficiency
- Conducted daily cash and position reconciliations, reducing errors in portfolio valuations by 20%
- Reviewed investor allocations and distributions, ensuring accurate record-keeping and compliance with fund policies

## Education

### Bachelor of Science (B.S.) Finance

Boston University, Boston, MA | June 2018

## Key Skills

- **NAV calculations**
- **Portfolio reconciliations and reporting**
- **Financial statement preparation**
- **Investment compliance and audit support**
- **GAAP and International Financial Reporting Standards (IFRS) reporting standards**
- **Performance tracking and investor reporting**

## Certifications

**Chartered Financial Analyst (CFA) Level II Candidate | May 2021**

