



Example of Capital Markets Associate Job Description

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Our growing company is hiring for a capital markets associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for capital markets associate

- Preparing presentations for CEO, CFO and Board of Directors regarding projections, balance sheet and capital markets planning
- Execution of various capital markets transactions, including due diligence, drafting documentation, communication with investors
- Analysis of potential acquisition, financing and strategic transactions
- Supporting Investor Relations team in producing quarterly disclosure for discussions with investors and research analysts
- Assisting in monitoring trends in the REIT markets, bond and equity markets and formulating balance sheet strategy
- Interfacing with Asset Managers, Investments team, Accountants, Investment Bankers, Attorneys
- Generate portfolio reporting as needed
- Develop funding strategies to optimize leveraged investment returns
- Serve as primary interface with XYZ Financial Accounting and Financial Reporting team for cash movements
- Communicate with third-party servicers to obtain information required to forecast liquidity and earnings

Qualifications for capital markets associate

- Experience in working in medium to large sized audit teams
- Excellent customer service, presentation, oral and written communication skills
- Strong technical skills across multiple platforms (mainframe and PC)

- Counterparty analysis and risk assessment through financial evaluation, review of industry
- An undergraduate degree in finance, economics, accounting or related area is required