



Example of Investor Reporting Job Description

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Our company is growing rapidly and is hiring for an investor reporting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for investor reporting

- Assign accountability for publishing all IR-related contents on the Corporate Website and the Investor Relations APP
- Ensure sub servicing reporting to the agencies and to Lakeview is timely and accurate
- Review monthly bank statements from the sub-servicers ensuring timely completion and no items aging greater than 90 days
- Track resolution of Investor edits received from each of the agencies
- Work with sub servicers to ensure all shortage surplus items are resolved and funded timely
- Track, report and forecast monthly servicing advances to sr
- Assist with the posting and disbursement to the general ledger
- Balance all servicing acquisition cash flows between Lakeview, Sellers and Sub Servicers
- Ensure balances are loaded on the appropriate servicing platforms and tie back to wires and the appropriate gl's
- Analyze sub servicer cash flows, identify control gaps or areas of risk and develop agreed upon action plans

Qualifications for investor reporting

- Completed or near completion of CPA, CMA or CGA
- Experience working with related technical frameworks – spring, JMS, JDBC, Hibernate/JPA

- Apply judgment within established guidelines to resolve client issues and needs
- Prefer 5-7 years previous experience working with GNMA, FHLMC, Oregon housing, FHLB, USDA, and FNMA reporting
- Skill with Access or business-specific software