



# Example of Investor Reporting Job Description

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Our company is growing rapidly and is hiring for an investor reporting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for investor reporting

- Provide monthly on-site support to sub-servicers when needed
- Assist sub-servicer and/or provide subject matter guidance to the appropriate business units on any agency, investor or Lakeview policy or guide changes
- Responsible for performing reconciliations and analysis for the Investor Reporting Group
- The analyst will a) Assist in month end close activities including booking of journal entries, remitting investor funds, and compiling investor monthly servicing reports b) Perform Investor reconciliations c) Assist in audits and other ad hoc requests
- Production of UK and European KIIDs across 15 languages
- KIID content translation management
- Review and validation of KIID content in accordance with procedures
- Understanding and adherence to regulatory requirements
- Responding to ad hoc requests from internal stakeholders and wider organization
- Regular liaison with external vendors and dissemination platforms

## Qualifications for investor reporting

- Experience accounting for Mutual Funds is preferred
- Advanced Microsoft Excel skills (advanced ability with V-Lookup, Pivot Tables and creating formulas)
- Expert level knowledge of core Java (atleast JDK 1.7) with clear

- Experience with doing heap analysis, profiling using any of the tools
- Working knowledge of investor/insurer guidelines and timeframes for default actions
- Working knowledge of loss mitigation/loan workout experience