



Example of Investor Reporting Job Description

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Our innovative and growing company is looking to fill the role of 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

- Prepares monthly reports, reconciling, researching and remitting activities related to Freddie Mac, Fannie Mae, Ginnie Mae, FHLB, Oregon Housing, USDA and other investors
- Prepares reports with strict adherence to reporting requirements and deadlines
- Prepares and submits monthly/ daily remittances within deadlines
- Investigates, reconciles, and provides timely resolution to all investor issues and reporting exceptions
- Researches operational, reporting, and data issues
- Demonstrates flexibility to ever-changing business needs
- Responsible for boarding of loan in servicing software
- Monthly Reporting to Investor(s)
- Remit funds to Investor
- Maintaining Custodial Account Balances

Qualifications for investor reporting

- 2 - 4 years of public accounting experience (preferably in private equity)
- 4+ years of Public Accounting, Fund Accounting or Valuations experience
- Efficient, detail oriented, highly organized
- Responsible for knowledge of investor/counter-party/seller/sub-servicer guides and contracts
- Bachelor's degree in accounting or finance required however additional years

