



Example of Investor Reporting Job Description

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Our company is hiring for an investor reporting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for investor reporting

- Monitor and maintain internal controls to ensure compliance within Investor requirements
- Maintain system settings to adhere to Investor rules and timelines
- Responsible for preparing monthly reports, reconciling, research and remittance activities related to Freddie Mac, Fannie Mae, Ginnie Mae, FHLB, Oregon Housing, USDA and other investors
- Monitor and maintain internal controls to assure compliance within Investor requirements
- Serve as SME for team, represents team in internal/external meetings
- Active in or lead most projects for the team
- Learns and applies SLQ2CQ logic to maintain a well-managed process
- Reviews and approves assigned files in manager's absence
- Archives documents to optical storage
- Prepare monthly servicer reports for 15 debt facilities by updating servicer report templates and formulas, entering over 1000 data points, reconciling cash flows and balances, and distributing reports and data files to external parties including Trustees, Lenders, and Rating Agencies

Qualifications for investor reporting

- Prefer MSP knowledge but not required
- Proficient in Microsoft Office Suite Excel, PowerPoint, Word, and Access

- Bachelor's degree (B.A.) with a major in accounting or related field and 2 to 3 years related experience
- Good communication, organization and math skills
- Ability to manage multiple tasks/projects and deadline simultaneously