



Example of Investor Reporting Job Description

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Our company is searching for experienced candidates for the position 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

- Maintains relationships with clients to ensure ongoing new business and work closely with 3rd party providers of collateral data to determine the data's validity and reconcile this data to cash received by the GSF Cash team
- Involved in various special projects aimed at increasing efficiencies and developing skills
- Managing daily operations for the Investor Reporting department from both a control and efficiency perspective
- Experience with Fiserv, Business Objects, or Monarch is a plus
- Leads a team of investor reporting/accounting specialists and have direct responsibility to manage performance, conduct performance reviews, and directing work load
- Ensure accurate reporting, remitting, and reconciling
- Monitor daily funding, reconciliation and loan release processing on system of record to include all loans funded and all loans sold or transferred on a particular day, as notified from secondary marketing and other departments
- Perform daily and monthly remittances to investors including clearing of wires from previous day purchases
- Manage Agency Investor Reporting activities
- Manage Investor Accounting activities

Qualifications for investor reporting

- Ability to negotiate and stand your ground in difficult meetings

- Prefer previous experience with GNMA, FHLMC, Oregon housing, FHLB, USDA, and FNMA reporting
- Ability to work independently with minimal supervision - Apply judgment within established guidelines to resolve client issues and needs
- 5-7 years of previous experience working with GNMA, FHLMC, Oregon housing, FHLB, USDA, and FNMA reporting