

**Overview:**

As a member of the Investor Reporting team, the Investor Reporting Sr. Associate is responsible for preparing remittance reports for clients and investors while ensuring that deliverables deadlines are met and serving as a point of contact for clients.

**Vacancy Reference Number: MSMS 2022-037**

**Location: Atlanta**

**Job Description:**

<b>Business Area:</b> Servicing & Treasury Operations (S&T Ops)	<b>Review Date:</b> 6/22/2022
<b>Functional Title:</b> Senior Associate, Investor Reporting	<b>Corporate Title:</b> Senior Associate
<b>Reporting Line</b>	Allison Avila, Executive Director
<b>Who will cover the role when the individual is absent from the office:</b> Associate Director, Servicing or combination of others	
<p><b>Core Responsibilities</b></p> <ul style="list-style-type: none"> <li>• <b>Remittance Reporting.</b> Abstract remittance obligations for new clients. Maintain database of client remittance information. Maintain remittance calendar with due dates for each client’s reporting. Prepare remittance reports for investors, participants, and syndicates by reviewing and reconciling the transactional data from the servicing system. Work with Treasury team to resolve any variances between the transactional data and cash available for remittance in order to agree to cash.</li> <li>• <b>Client &amp; Ad Hoc Reporting.</b> Prepare daily/monthly/quarterly reporting per the scope of our servicing agreements. Research and provide documentation for audit requests and rating agency presentations. Assist with various ad hoc projects.</li> <li>• <b>Client Liaison.</b> Research and respond to client inquiries related to remittances, coordinating responses as needed with the Servicing and Real Estate Servicing team.</li> </ul>	
<p><b>Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree or equivalent of 1-3 year’s experience;</li> <li>• Proficiency in Excel;</li> <li>• Experience with commercial real estate transactions and industry terms preferred;</li> <li>• Analytical thinker with strong results orientation; excellent decision-making, problem solving and organizational skills with meticulous attention to detail;</li> <li>• Ability to self-direct activities and multi-task in order to meet deadlines;</li> <li>• Sense of urgency, ability to prioritize short-term actions against long term goals in a fast-paced, ever-changing environment;</li> </ul>	

- Strong professional communication skills, both verbal and written; ability to effectively interact with all levels of the organization from entry-level positions to executive management;
- High-quality interpersonal skills; ability to build effective relationships throughout the organization and to represent the firm with distinction externally.

**Essential Approved Persons examinations (i.e. FSA, CFA):**

N/A

**Professional Examinations required (i.e. ACCA):**

N/A

**Other skills required, essential or desired (e.g. Languages):**

N/A

**Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague please advise them of this rule and please delete the sent email from your history also.**

**Mount Street are committed to a diverse and inclusive workforce which truly represents the environments in which we live and work. Through this diverse team we are able to grow, learn and understand better individual differences, life experiences, knowledge and expertise. Our employees invest in the work they do and Mount Street invests in them. When recruiting for our team, we openly welcome all candidates and their unique contributions irrespective of education, culture, ethnicity, race, sex, gender identity and expression, age, colour, religion, disability, sexual orientation, beliefs or any other personal characteristic.**