



Junior Investor Reporting Analyst
Greenville, SC Office

Lima One Capital's mission is to become America's most respected lender for real estate investors. We strive towards this goal by delivering exceptional service to our customers and our investors. Lima One is offering an opportunity to join our team and become part of the exciting home renovation and rental industry. We are searching for a high-quality person who possesses strong values, a great work ethic, attention to detail, assertiveness, and confidence. The new hire will work within the finance department of the company.

Job Description Summary:

The Junior Investor Reporting Analyst will be responsible for meeting investor reporting and analysis requirements as well as responding to internal and external reporting requests. The Analyst will work closely with the Senior Analyst to provide a high level of service to all internal and external stakeholders.

The Investor Reporting Analyst must be able to handle detailed and complex reporting and reconciling requirements and work with a high level of accuracy, independence, and analytical prowess. Additionally, the Analyst must be able to organize around and deliver against tight deadlines. In addition to routine reporting, the Analyst will assist with procedure reviews and other department projects.

Responsibilities:

- Responsible for accurate and timely reporting to investors. The number, type, and requirements of investor counterparties may change periodically.
- Work closely with the Senior Investor Reporting Analyst to perform collection account reconciliations on a routine basis to ensure that transactions in the loan servicing system accurately reflect the bank activity. Perform the necessary research to identify and clear all reconciling items.
- Provide excellent service to internal and external stakeholders, typically by assisting investors with questions regarding outstanding checks, stop payments, remittance differences, reporting differences, etc.
- Meet or exceed all processing and reporting deadlines and timeframes and work with a sense of urgency to complete tasks.
- Continuously evaluate and identify opportunities to drive other process improvements that positively impact departmental functions.
- Provide a high level of service to investors through correspondence and communications.
- Increase utilization and efficiency of loan servicing software for reporting requirements.
- Assume other duties/projects as they arise and be responsive to other departmental needs.

Qualifications:

- Bachelor's Degree in accounting or finance preferred.
- Experience with investor reporting and/or secondary mortgage marketing and loan servicing concepts is strongly preferred but is not required.
- Very efficient and experienced with Microsoft Excel, expertise given strong preference.
- Must be able to deal with complex problems independently and with sound judgment.
- Exceptional research, analytical and problem-solving abilities.

- Proven time management skills with the ability to manage multiple deadlines, prioritize projects and tasks, and adjust quickly while maintaining attention to detail.
- Good verbal and written communication skills.
- Ability to work in a fast-paced team environment.

Benefits:

- Medical insurance
- Dental insurance
- Life, short-term disability, and long-term disability
- 401k plan
- Paid vacation

If you're interested in this position, please email Employment@LimaOneCapital.com.

Lima One Capital is the nation's premier lender for residential real estate investors. The company makes it easy for investors to finance all of their rental properties and fix-and-flip projects. Lima One Capital is headquartered in Greenville, South Carolina with operations across 41 states and the District of Columbia. Lima One Capital is revolutionizing lending for residential real estate investors.