

Developing World Markets is at the forefront of a global effort to create investable solutions to meet social and economic needs of the developing world. DWM structures transactions that open doors to the international capital markets for microfinance institutions and other socially motivated organizations. We are currently seeking a Transaction & Servicing Administrator to join our Accounting Department.

The Primary responsibilities are:

- Service loans, debt and equity notes issued to microfinance institutions (MFI's). Communicate with MFIs to ensure prompt payment, providing invoices and interest schedules as needed.

- Liaise with custodians, paying agents, and fund administrators on all aspects of fund operations, including, but not limited to overseeing interest payments to investors, confirming receipt of interest due from MFIs, processing fund expenses, issuing monthly/quarterly NAVs, and overseeing the cash accounts for each fund,

- Communicate with investors in the funds to ensure their questions and concerns are answered promptly. Act as their advocate in all matters and alert management as necessary to any developing problems.

- Review all loan related documents, obtain all necessary signatures in order to authorize loan disbursements, ensure accuracy and completeness of all required documents, work with Relationship Managers and Legal Department as necessary.

- Provide management and team members timely reports on the funds activities via the portfolio management software. Respond promptly to any special information requests from the team or outside parties.

- Manage relationships with outside auditors and tax preparers to ensure the funds meet all deadlines, respond to all requests for information and ensure cooperation and information flow between auditors/tax preparers and third party administrators and custodian banks

The Candidate should possess the following skills:

Strong communication and interpersonal skills, good team player

Ability to learn fund management software and work in Excel and other Microsoft Office programs

Effectively work in and adapt to a fast paced and changing environment

Excellent time management skills and detailed oriented

BS/BA degree in Accounting/Finance. Should have 4-5 years previous experience in a progressive environment.

Please send resume and salary history to: careers@dwmarkets.com