



# Loan Processor Associate

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

[www.ruralhome.org](http://www.ruralhome.org)

## **HOUSING ASSISTANCE COUNCIL**

The Housing Assistance Council (HAC) is a national nonprofit Community Development Financial Institution (CDFI) that strengthens communities across rural America through investment and assistance with affordable housing and community and economic development initiatives. Based in Washington, DC, HAC is actively involved in shaping federal policy and the affordable housing industry with its research, lending and conferences. We also deliver technical assistance, training and affordable loans at the local level to organizations that help rural communities prosper.

## POSITION DESCRIPTION

The Loan Processor Associate is an entry-level position and will assist in the overall loan portfolio management functions of the organization's portfolio of loans made to entities engaged in affordable housing activities in rural communities throughout the United States. This individual will assist in a range of lending activities — including loan department reports, loan payments, loan closing, disbursement, various aspects of monitoring, and servicing single- and multi-family housing development loans — in the Loan Fund Division.

## PRIMARY RESPONSIBILITIES

- Assist with regular quality control checks of all assigned loan files to ensure completeness and compliance prior to, during, and after the closing and funding of the loan.
- Review and reconcile loan payments and categorize them as interest, principal, or fees.
- Collect, review, and process due diligence documentation and ensure compliance with funding and loan conditions.
- Process lien releases and reconveyances of collateral as required.
- Coordinate with Finance to enter receipts into the loan system.
- Assist with monthly and quarterly reports that include but are not limited to quarterly status and interim financial reports, construction to permanent loan conversions, loan payment delinquency, payment error, maturity dates.
- Assist with monitoring, evaluating, and reporting on monthly draw requests from construction loan borrowers. This work may include review of borrower and architect certifications, invoice back-up, lien waivers, and title updates.
- Assist with review of loan disbursement authorization with approved amounts, authorized accounts, payments made by borrower and loan number.
- Assist with preparation of reconciliation of loan fund balances monthly.
- Assist management on loan department reports and projects.

## QUALIFICATIONS

- Currently pursuing a Bachelor’s or Master’s degree in Finance, Economics or Accounting.
- Internship experience in Housing, Real Estate or Banking is a plus.
- Advanced Excel knowledge needed.
- Excellent mathematics skills and number sense.
- Excellent verbal and written communication skills.
- Strong organization and time management skills.
- Detail orientation.
- Ability to operate autonomously with transparency and integrity.

## EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

## TO APPLY

Please email a resume and brief cover letter to [jobs@ruralhome.org](mailto:jobs@ruralhome.org) with “Loan Processor Associate” in the subject line. Applications considered as received, with interviews starting immediately.

<b>Position Title</b>	Loan Processor Associate
<b>Reports to</b>	Sr. Portfolio Manager
<b>Business Unit</b>	Loan Fund
<b>Location</b>	Washington, DC
<b>FLSA Status</b>	Exempt
<b>Employment Status</b>	Full-time
<b>Supervisory Responsibility</b>	None
<b>Telecommuter Status</b>	Position is eligible for telecommuting