



# Housing Assistance Council



## Loan Asset Management Intern

### ABOUT THE ORGANIZATION

Founded in 1971, the Housing Assistance Council (HAC) is a national nonprofit and a certified community development financial institution dedicated to helping local rural organizations build affordable homes by providing below-market financing, technical assistance, training, research, and information services. HAC's mission is to improve housing conditions for the rural poor, with an emphasis on the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

### POSITION SUMMARY

The Loan Asset Management Intern is part of HAC's lending team and will gain valuable work experience participating in projects that contribute to the success of the mission of our organization, while reporting to the Senior Asset Manager. The position be approximately 32 hours per week, with a stipend of \$15-18 per hour commensurate with experience/responsibilities. Internship will run from the end of May through August 2024.

### PRIMARY RESPONSIBILITIES

- Assist in gathering and analyzing data to build financial statement assessments of existing borrowers.
- Input data from borrowers' construction project progress reports and assist in analysis.
- Update insurance and taxes tracking report.
- Update loan system with quarterly report data received from borrowers.
- Under general supervision, review and assist with monthly reconciliation of financial transactions.
- Under general supervision, assist with asset management activities for a portfolio of structured product loans.
- Under general supervision, assist with conduct thorough analysis of financial statements and assessment of credit of matured loans and annual due diligence to determine creditworthiness change.
- Under general supervision, assist with preparation of loan memorandum presenting analysis, findings and recommendations.
- Prepares and update various spreadsheets and lending reports.
- Performs other duties and responsibilities as assigned.



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HAC IS AN EQUAL OPPORTUNITY  
EMPLOYER AND LENDER

- Prioritize workload, handle multiple tasks, and meet deadlines.

## **QUALIFICATIONS**

### *Required*

- Enrolled in a bachelor's program in Real Estates, Business, Economics, Accounting, Finance, or related area of study.
- Knowledge and familiarity with Excel as well as basic financial statements and terms are essential.
- Effective communication skills
- Ability to work a minimum of 32 hours per week.
- Strong quantitative and qualitative analytical skills.
- Unwavering attention to detail and ownership of work.
- Ability to manage multiple tasks effectively and efficiently under moderate supervision.
- Ability to work independently or in team environment as required.  
Commitment to HAC's mission.
- Comfortable working in a small-office environment.

## **COMPENSATION AND BENEFITS**

HAC offers competitive wages, benefits, and growth opportunities consistent with industry standards. Flexible benefits packages include health insurance; life and other insurance; financial benefits, to include a retirement plan with partial employer match; time off; and work/life benefits, to include education assistance. Salary range is \$15 to \$18 per hour, depending on qualifications.

## **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.



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Housing Assistance Council*

**TO APPLY**

Please email a resume and brief cover letter to [jobs@ruralhome.org](mailto:jobs@ruralhome.org) with “*Loan Asset Management Intern*” in the subject line. Applications will be reviewed upon receipt, with interviews starting immediately.

<b>Position Title</b>	Loan Asset Management Intern
<b>Reports to</b>	Senior Asset Manager
<b>Business Unit</b>	Loan Fund
<b>Location</b>	Washington, DC
<b>Supervisory Responsibility</b>	None
<b>Telecommuter Status</b>	Position is eligible for telecommuting.

