



Loan Servicing Administrator

The New York City Housing Development Corporation (HDC) is a public benefit corporation and the nation's largest municipal Housing Finance Agency. HDC's programs support the construction and preservation of multi-family affordable housing in New York City.

Area of Talent: Finance & Loan Processing

Position Type: Full Time/Non-Exempt

Salary Range: \$50,000 to \$55,000 annually

Office Location: NYC/Financial District

Position Summary:

The Loan Administrator reports to the Vice President, Loan Servicing. The Administrator manages projects serviced by HDC, including the mortgage(s), escrows, and reserves; the Administrator is the main contact for any interaction with the projects assigned. The Administrator will evaluate accounts for proper funding and timely payments on behalf of the borrower and various other responsibilities assigned.

Job Responsibilities:

- Manage Portfolio assigned (mortgage loans and escrows)
- Understand loan documents and amortization of loans
- Manage Mitchell Lama portfolio
- HUD Interest Reduction Payment (IRP) billing and reporting
- Escrow Analysis and payment management
- HPD portfolio management and remittance
- Delinquency/default reporting
- External Reporting - HUD and Fannie Mae delinquent and month-end balance reporting
- Tax Lien research
- Assist management with special projects as directed

Required Qualifications:

- A Bachelor's Degree from an accredited college in a related field such as finance, accounting, economics, or real estate finance
- 1-3 years minimum of relevant loan servicing experience a plus
- Understanding of financial concepts and mortgages
- Superior organization, analytic, and problem-solving skills with excellent attention to detail and ability to manage multiple tasks
- Strong proficiency in data management, use of financial-related software programs.
- Excel (basic functions-cut/copy/paste/deleting and adding columns/totaling columns etc.)

Submitted resumes must be accompanied by a cover letter. Please email your cover letter and resume to jobs@nychdc.com or fax to (646) 304-4819.

As of August 2, 2021, all HDC hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability.

If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by HDC.

HDC demonstrates a strong commitment to its employees by providing a salary that is competitive and commensurate with experience and excellent benefits including health benefits, retirement savings and career development programs.

HDC is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

HDC is committed to the full inclusion of all qualified individuals. As part of this commitment, HDC will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources by emailing jobs@NYCHDC.com.