

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.

HDC is an Equal Opportunity Employer

Mortgage Loan Receivable Administrator

Experience: Cash Management and Mortgage Loan Operations
Position Type: Full Time/Exempt
Location: NYC/Financial District

Position Summary:

The Accounts Receivable Administrator reports to the Vice President, Cash Management and is responsible for processing and reconciling all funds received by the Corporation.

Job Responsibilities:

- Identify and organize mortgage loan receipts from all sources, including lockboxes, physical checks, internal transfers, and wire transfers
- Input receivable information into the Benedict and Oracle System, including payoffs & conversions
- Review any inaccuracies with the Cash Management, Mortgage Servicing and Accounting Departments
- Reconcile applied and unapplied receipts
- Prepare reports for Cash Management
- Work closely with Cash Management, Loan Servicing, and Accounting departments
- Processing the Corporation's municipal bond debt service
- Back up for other department functions, including accounts payable, letter of credit tracking and construction loan advances
- Index filing of documents in an electronic filing imaging system
- Assist with improvement initiatives, special projects, and general administrative duties within the Cash Management department.

Required Qualifications:

- Bachelor's degree with substantial course work/ credits specific to business operations, accounting, or finance.
- Minimum of 2-3 years of relevant experience in Cash Management field.
- Competency in working with numbers and data analysis.
- Proficiency with Microsoft Office suite, specifically advanced Excel skills.
- Strong organizational, problem solving, oral and written communication skills
- Strong teamwork ethic, communication skills with the ability to collaborate internally and externally to resolve discrepancies
- Strong attention to detail with commitment to accuracy demonstrating organizational skills in a high-volume environment.

Preferred Qualifications:

- Knowledge of mortgage payments and basic accounting principles.
- Familiarity with relational databases.
- Knowledge of the following software programs, a plus:
 - Benedict LOANS!
 - Oracle

Submitted resumes must be accompanied by a cover letter that includes salary requirements.

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 Equal Opportunity Employer