



District of Columbia Housing Finance Agency
815 Florida Avenue, NW Washington, D.C. 20001-3017
202-777-1600 www.dchfa.org
Employment Opportunity

Underwriter, Single Family Programs

The District of Columbia Housing Finance Agency was established in 1979 to stimulate and expand home ownership and rental housing opportunities in Washington, D.C. We accomplish our mission by primarily issuing mortgage revenue bonds. Through our Multifamily Lending and Neighborhood Investments business unit, we provide financing that lowers the cost of acquiring, constructing and rehabilitating rental housing and that facilitates the creation of low and moderately priced for-sale housing. Our financing tools are primarily funded through the issuance of taxable and tax exempt mortgage revenue bonds. Our Single Family Programs offer DC residents competitive products that help lower the homebuyer's cost of purchasing homes. We embrace our responsibility with conviction and pledge our best efforts to serve as the City's champion for renters and homeowner to act as the City's principal catalyst for affordable housing neighborhood investment.

POSITION DESCRIPTION:

To assist with the success of the Agency's mortgage program, DC Open Doors, the Agency's Mortgage Credit Certificate program and any other future single family programs that may be developed. This position's key responsibilities include mortgage underwriting and analysis, review of loan closing documents and communication with the lender network for all Single Family Programs

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform underwriting file review and evaluate loan to determine compliance with Agency/Investor guidelines to include data validation, appropriate calculations of income, assets, debt to income, loan to values, review of credit report and collateral/appraisals.
- Determine and communicate underwriting decision to the appropriate individuals
- Clearly communicate with lenders regularly regarding status and items that are outstanding and assist in addressing questions
- Evaluate and approve loan conditions
- Interface with loan reservation system, inclusive of ensuring accuracy of data, dispositioning approved loans to "Underwriter Certified" and monitoring third party document deficiencies, etc.



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- Review closing documents for each loan and/or MCC to ensure accuracy prior to closing
- Review funding/wire requests for down payment assistance loans prior to submission to the Financial Management Department
- Assist with clearing post-closing deficiencies required to be cleared for loans to be purchased
- Attend homeownership events and represent the Agency as requested by management
- Perform other duties as assigned

REQUIRED EXPERIENCE AND TRAINING

- Bachelor's Degree in business or finance or equivalent years of experience is required
- 3+years' experience of mortgage underwriting of FHA, VA, Freddie Mac and Fannie Mae loan products, knowledge of bond programs a plus
- Understanding of mortgage concepts, practices and procedures
- Ability to analyze and evaluate complex financial and asset statements, personal and business income tax returns
- Demonstrate excellent organizational skills
- Ability to pay strong attention to detail
- Must be able to successfully and autonomously manage projects of a varied and complex nature
- Must possess strong working knowledge of all aspects of Microsoft Office Suite, specifically Excel
- Excellent communication skills both verbal and written
- Ability to work proactively and operate accurately and efficiently in a fast-paced environment with variable deadlines

The Agency offers an exciting work environment along with a competitive salary and benefits package. Qualified candidates should send a cover letter, resume, and salary requirements to the attention of the Human Resources Officer at 815 Florida Avenue, NW, Washington, DC 20001, (202) 986-6736 or jobs@dchfa.org. District of Columbia residents will be given a residency preference. We are committed to diversity in the workplace and promote a drug free work environment.