

District of Columbia Housing Finance Agency



Employment Opportunity

Loan Processor, Single Family Programs

The DC 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.

The District of Columbia (DC) Housing Finance Agency (DCHFA) is seeking qualified candidates for the position of Loan Processor in the Office of Single Family Programs.

POSITION DESCRIPTION

The Loan Processor supports the processing and closing of loans for the DC Housing Finance Agency's Single Family Programs. Primary duties of the position include: application intake, screening, review and initial eligibility determination, submission to underwriter, preparation and transmittal of loan closing documents, and post-closing follow-up.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor loan pipeline to ensure timely loan processing and all deadlines are met
- Review new loan applications for completeness and eligibility according to program guidelines to include, but not limited to, income/ratio calculations, credit reports and appraisals, calculations and verifications of allowable maximum loan amounts, etc.
- Ensure documentation requirements are met including; income, employment, asset and liability verification and validation, etc.
- Submit complete loan file package to Underwriter for approval decision
- Coordinate closing dates and maintain closing calendar

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- Communicate with lenders regarding loan status, outstanding items and assist in addressing questions
- Review final Closing Disclosure (CD) provided by lender/ title company to ensure compliance
- Upon final approval of loan, prepare and securely transmit closing documents
- Submit loan funding requests to Agency's Office of Financial Management
- Confirm receipt of complete and accurate post-closing executed documents
- Assist with clearing post-closing deficiencies required for loan purchase
- Monitor and ensure rate lock and closing purchase deadlines are met
- Prepare reports and reconciliations as needed
- Assist with Single Family Programs events as needed
- Perform administrative duties such as ; monitoring departmental fax mailbox and receiving phone calls regarding loan programs
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's Degree in Business or related major or a minimum of 2 years' experience required
- 2-4 years of mortgage experience (bond experience a plus)
- Demonstrate excellent organization skills and ability to pay strong attention to detail
- Ability to prioritize and meet deadlines
- Ability to work independently with minimal supervision
- Possess high level of integrity and confidentiality
- Excellent communication skills
- Possess strong working knowledge of all aspects of Microsoft Office Suite

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 hfajobs@dchfa.org or faxed to (202) 986-6736. District of Columbia residents will be given a residency preference in the application process.

The District of Columbia Housing Finance Agency is an Equal Opportunity Employer