

**HOMESFUND
JOB DESCRIPTION**

CLASS TITLE: Office Manager / Loan Processor
REPORTS TO: Executive Director

Hourly Compensation: \$20-24/hr DOE
DATE: Aug-Sept. 2020

JOB SUMMARY:

The Office Manager / Loan Processor position is responsible for providing administrative and programmatic support to the HomesFund Board of Directors, Executive Director, and staff, as well as loan processing duties necessary to support the Mortgage Assistance Program. Primary office management duties include human resource administration, accounts receivable/payable, IT oversight, and board support. Primary loan processing duties include post-closing file management, grant reporting, and assistance with communications. The ideal candidate is highly detail orientated, has strong organizational skills, projects a friendly professional image, and is a pro-active team player with strong written and verbal communication skills. The position is full-time at 32-40 hours per week, and benefits are offered. HomesFund is an Equal Opportunity Employer.

TO APPLY: Position is open until filled. Please send resume and cover letter to Lisa Bloomquist at lisa@homesfund.org.

THE ORGANIZATION:

Since 2008, HomesFund has been helping people achieve their homeownership goals. The mission of HomesFund is to build diverse and resilient communities by supporting the development of affordable housing programs and empowering residents with the financial resources and educational tools to achieve homeownership in Southwest Colorado.

HomesFund is a 501(c)3 nonprofit, a certified Community Development Financial Institution, and a HUD approved housing counseling agency. HomesFund offers a 3-pronged Mortgage Assistance Program that includes Homebuyer Education, Housing Counseling and Mortgage Assistance. These programs help low- and moderate-income households to reach homeownership in Southwest Colorado. Additionally, HomesFund administers affordable homeownership programs on behalf of the City of Durango, the Town of Bayfield, and La Plata County. HomesFund has programs that are available in La Plata, Montezuma, Archuleta, Dolores, and San Juan Counties in Southwest Colorado. Our office is located in Durango.

JOB FUNCTIONS: The Office Manager / Loan Processor will carry out the following functions as directed by the Executive Director.

Office Management:

- Maintain and/or establish administrative procedures and systems.
- Maintain hard copy and electronic filing system, with direct responsibility for filing complete records of grant agreements, vendor contracts, draw requests and payments, corporate records, vendor files, board records and policies/procedures documents.
- Manage and maintain insurance policies, ensuring proper coverages.
- Serve as organization Information Security Officer (ISO).
- Perform general clerical duties including but not limited to: typing, proof reading, photocopying, scanning and maintaining digital files, faxing, mailing, and filing.
- Answer telephones and greet walk in visitors.
- Working with our IT consultant and other equipment vendors, maintain the office computers, software, telephone equipment and other major equipment.
- Serve as IT Liaison to IT Contractor and maintain/price/purchase all office equipment (computers, servers, telephone equipment, etc.) software/hardware, other major equipment, and supplies.
- Price and purchase office furniture and supplies.
- Maintain follow-up calendars for various deadlines including tax filings, insurance and agency related activity.
- Assist in preparing agreements with consultants, professional service providers and other vendors.

Board Support

- Coordinate logistics for board meetings. Prepare meeting notices, agendas, and arrange space/refreshments.
- Compile and distribute Board and committee information and meeting packets
- Attend meetings and keep minutes.

Human Resources

- Serve as a liaison to all benefit and insurance providers. Provide staff current information regarding employee benefits. Arrange for annual renewals.
- Serve as the office safety manager and maintain accident reports.

Accounts Receivable/Payable

- Working with the bookkeeper, manage proper coding and handling of payables and receivables.
- Manage vendor relations and coordinate invoicing for vendors.
- Review invoices from vendors for accuracy and compliance with their agreements.
- Receive deposits and execute deposit procedures per organizational policies.
- Process checks; mail to vendors; maintain filing of paid invoices; follow up on discrepancies.

Loan Processing and Support

- Pre-Closing Support: Organize pre-approval documents, order background checks, run supporting reports and complete regulatory checklists, review final bank statements and update budget for closing.
- Post-Closing Support: Deposit checks for loan fees, Prepare closing documents for safe deposit box, e-file necessary documents, Organize loan files, perform post-closing file audit, complete post-closing checklist, book loans in Portfol, update associated spreadsheets, secure all original and recorded documents.
- Loan servicing: Schedule and confirm ACH payments through bank; Post loan payments in Portfol, create loan reports, maintain loan databases
- Loan payoffs: Complete loan payoff procedures: deposit checks, prepare and process release of deed, documentation back to clients, update excel spreadsheets and Portfol accordingly.

Grant Reporting

- Maintain supporting documentation per loan closed for grant draw requests.
- Complete Community Development Block Grant reports for funding draw requests and quarterly requirements.
- Communicate information on loans closed to accountant for various other grant reporting.

Communications

- Assist with creation/distribution of various communications.
- Assist with periodic newsletters and annual reports.
- Coordinate events such as annual reception.

Homebuyer Education

- Teach Homebuyer Education Course and facilitate location and class registration.
- Assist with pre-purchase advising intake process.

Other Duties

- Perform other duties as required

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EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED/DESIRED:

Required

- At least three years of increasingly responsible experience carrying out most of the job functions described above.
- Proficiency with Word, Outlook, and Excel software.
- Strong commitment to the HomesFund mission.
- Strong organizational skills and written/verbal communication skills.
- Demonstrated customer service orientation
- Demonstrated ability to be highly detailed orientated.
- Ability to write reports, memos, emails and letters independently, clearly and in correct English.
- Excellent communication skills and an ability to work well with people with diverse backgrounds.
- Ability to prioritize and manage time in a fast paced, diverse and dynamic organization.

Desired

- Experience as administrative or support staff in a governmental, non-profit, real estate or lending entity.
- PowerPoint and QuickBooks skills.