

## **Connecticut Housing Finance Authority**

### **Loan Servicing Officer 3**

The position is responsible for the direct servicing of all single family Special Programs (i.e. Emergency Mortgage Assistance Program “EMAP”, Reverse Annuity Mortgages “RAM”, Emergency Loans, Habitat for Humanity “HFH”) including insuring compliance with mortgage document terms, statutory requirements, providing prompt and quality internal/external customer service and ensuring accuracy of payment posting and the reconciliation of subsidiary ledgers to general ledger. Responsible for the training, coaching, mentoring, backing up, supporting, and directing of Financial Clerks, Loan Servicing Officers and other Authority staff members. Work proactively with all levels of Authority staff to identify opportunities to improve business processes. Also responsible for the bi-monthly Mortgage Backed Securities “MBS” pool assembly, selecting individual loans to be pooled in the next FNMA, GNMA or FHLMC loan securitization, obtaining appropriate executive approval and directing MBS servicer to proceed with pool settlement while meeting all required timeframes. Participation in multi-departmental planning teams to develop and document new processes and procedures is required.

For a more detailed description of the duties, requirements and qualifications for this position please refer to CHFA’s website at [www.chfa.org](http://www.chfa.org).

Minimum salary: \$75,498.00 annually

To apply for this position, submit resume, cover letter referencing the position for which you are applying, and complete on-line application no later than 5:00 p.m. Friday, June 8, 2018 to:

Connecticut Housing Finance Authority via [www.chfa.org](http://www.chfa.org) under About Us – Careers

CHFA is an Affirmative Action employer, in addition to an EEO and M/F/V/PWD employer.