



## **Job Description: Closing and Compliance Coordinator**

**Purpose:** To further the mission of Habitat for Humanity Saint Louis through the efficient processing, documentation, support and compliance related activities of all mortgage loan closings, mortgage accounts, and home repair activity.

### **Duties and Responsibilities:**

#### **Administrative**

- Preparation of all closing packages and paperwork, ensuring the accuracy and completeness of all documents.
- Act as an intermediary between all parties involved in mortgage loan transactions.
- Coordinate the various requirements necessary for home closings to occur as planned and on schedule.
- Complete processes and documentation to and for investor banks participating in the Mortgage Loan Fund.
- Assist in maintaining homeowner files for compliance.

#### **Program (Construction including Minor Home Repair program and Family Services)**

- Assist with support documentation and requirements of various grant subsidy programs such as Affordable Housing Trust Fund, Community Development Administration, Tax Abatement, etc.
- Review applications for Minor Home Repair program eligibility and fitness; acts as the custodian of sensitive documents; builds and maintains file folders for all respondees; assists prospective program participants with application submittal and maintain reporting within BuilderTrend.
- Manage in-house mortgages, including processing of real estate taxes, property insurance, manage MRF account and prepare escrow analysis.
- Assist the Family Services Department with reports such as homeowner account balances, and other financial duties when needed.

#### **General Requirements:**

Requires high level problem solving and analytical skills. Duties require skills associated with intermediate level facilitation, coordination, process administration, data base administration, report compilation. Including knowledge of mortgage tracking systems, extensive computer knowledge in Microsoft Excel and Word, Customer Service, data entry, knowledge of mortgage, telephone etiquette.

Earn and maintain required closing compliance certifications (Habitat for Humanity International Qualified Loan Originator as an example) within 30 days of employment.

#### **Work Schedule:**

Office hours are Monday through Friday 9 am - 5 pm, consideration will be given to flexible hours / schedule.

**Physical Requirements:** Ability to work on a computer for extended periods of time.

**Responsible to:** Position reports to Director of Family Services with close liaison to the Real Estate Development Manager.

Submit cover letter, resume, and salary requirement via email to: [Avis@habitatstl.org](mailto:Avis@habitatstl.org).

**Pay and Benefits:** Starting minimum pay of \$18/hour to \$23/hour possible based on experience. Nonexempt. Employer provided medical, dental and vision care. Matching 401k upon qualifying. Paid time off after the completion of an introductory period. At least 12 paid holidays annually.

*The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate your employment at any time, for any reason.*

*This job description does not list all the duties of the job. You may be asked to perform additional duties. In addition, you will be expected to exercise your independent judgment in determining other tasks that need to be performed to increase the efficiency of the operations. You will be evaluated in part based upon your performance of the tasks listed in this job description and in part based on the initiative you take in identifying and undertaking additional function relevant to the operations of the business.*