

## **Post-Closing Purchase/Delivery Specialist I**

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Post-Closing Purchase/Delivery Specialist I to build upon their 50+ year leadership in housing finance.

### **Summary:**

This role is a specialist in the Homeownership Department for the Illinois Housing Development Authority. This position will be part of a team handling all aspects of a single-family residential mortgage loan file from loan purchase within the Authority's Loan Origination System (LOS) through loan transfer to a servicing system of record. They will be responsible for maintaining the integrity and accuracy of all data within the LOS used for reporting and on-going analysis of fund and program management.

This position also provides operational assistance for servicing functions, including infrastructure and transaction management, daily fund movement, and process development. Supports efforts across the Authority and with partners in executing these responsibilities

### **Responsibilities:**

Responsible for all data entry, accuracy, and completeness, during the purchase process in the LOS, including generation of a purchase advice and ACH instructions to treasury desk.

Facilitate internal money movement through daily participation of incoming funds from outside servicer(s).

Review and reconcile monthly data between the Authority and its sub-servicer.

Part of a team responsible for reconciling loans in bi-monthly pool settlements; including the processing of the loans within the LOS and preparing the loan data for delivery.

Supports the ongoing evaluation, documentation, and improvement of the loan-servicing environment. Stays abreast of company policies and control requirements. Maintains the integrity of business activities and loan performance data supports business continuity practices applicable to the department.

### **Education and Experience Requirements:**

Bachelor's Degree preferred. Three (3) years' experience in the residential housing industry required. Requires excellent verbal and written communication skills along with customer service skills. Must have strong analytical skills with the ability to critically think and problem solve within time sensitive situations. Must be highly organized with a high attention to detail. Must be able to autonomously research the mortgage industry; including, regulatory changes and other financial impacts that pertain to the essential functions. Microsoft Office skills required; including, but not limited to: Microsoft Excel, Word, Visio, and PowerPoint. Report writing skills (Crystal Reports, SSRS, etc.) preferred.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101\\_000001&jobId=433269&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=433269&source=CC2&lang=en_US)

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