

POSITION DESCRIPTION

- Title: Finance Administrator
- Department: Finance
- Reports To: Vice President/Comptroller
- Education: High school diploma but college degree preferred with course work in bookkeeping and/or accounting.
- Experience: Familiar with software programs (Word/Excel) with experience in accounting and/or detailed finance work.
- Purpose of Position: Management of accounts payable and accounts receivable for corporate and custodial for trustee escrow account.
- Essential Functions: Visual analyzation of forms, reports, etc. Use of PC. Use of calculator. Use of telephone. Skills in verbal and/or written communication.

Responsibilities:

1. Management of custodial account for trustee escrow:
 - a. Determine proper schedule of deposits to ensure continuous cash flow necessary to meet expenditures and/or avoid penalties. Monitor cash balance.
 - b. Maintain reports for all closed loans to ensure proper transfer of mip, va and pmi funds and information to appropriate agencies within deadlines to avoid penalties. Remit daily upfront mortgage insurance premiums, va funding fee payments and pmi premiums. Update reports, general ledger and loan quest.
2. Management of corporate cash receipts:
 - a. Analysis, classification and recording of corporate receipts.
 - b. Process weekly and month end deposits.
 - c. Verify reconciliation of deposits in accordance with generally accepted accounting principles.
3. Audit corporate account by reconciling statement and transactions. Resolve account discrepancies by investigating documentation and determine resolution.
4. Management of accounts payable:

- a. Analysis, classification and recording of application checks
 - b. Process weekly and month end deposits.
 - c. Verify and reclassify deposits in accordance with generally accepted accounting principles at the end of the month.
 - d. Monitor cash balance and returned checks daily.
 - e. Payment of appraisal invoices and refunds for the borrowers in timely manner.
 - f. Maintain and reconciled miscellaneous fee spreadsheet for paid invoices without collected upfront funds.
 - g. Transfer origination and miscellaneous fees collected at application to corporate account or not collected fees to payable account.
 - h. Process on timely bases borrowers' credit cards and record transactions in spreadsheets and the general ledger. Notify appropriate team members of any problems.
5. Determine and record monthly interest on escrow on payoff, active and vacant loans.
 6. Maintain monthly spreadsheets for retail and wholesale CHFA loans from loan quest funding sheets, resolve discrepancies with retail closing department. Enter receipts information in GL monthly.
 7. Managing Petty cash account on daily bases and reconciling monthly.
 8. Provide assistance to the Financial Specialist with the audit of corporate accounts.
 9. Identify, research, resolve and/or redirect computer system problems resulting from report discrepancies.
 10. Pay invoices related to reimbursement tracking and/or corporate account expenses.
 11. Schedule and remit paid off loan funds to appropriate investors receiving daily wired funds and fax reports. Maintain file for reports.
 12. Verify monthly optional insurance collections on serviced loans for all investors, balance and remit insurance premiums due within a required time period.
 13. Contribute to team effort by accomplishing related results when needed.

Backup functions:

1. Analyze and balance all mortgage servicing financial transactions for McCue investors daily. Verify all cash transactions, identify discrepancies/errors and determine method of resolution. Schedule and initiate daily wire transfer of funds to and/or from the clearing account and corporate account to insure available balances for investor

requirements, investor remittances and investment purposes. Wire transfer within the required time period to avoid incurring penalties.

2. Schedule daily remittance of FNMA principal and interest collections to Cash Remittance System for drafting or be subject to penalty. Analyze fund allocation and determine availability to meet drafting requirements. Wire transfer funds to avoid penalties.
3. Management of Closed Loan Escrow Analysis:
 - a. Review all Investor funding reports with retail and wholesale month end reports for accuracy in escrow amounts. Review temporarily retained loans for accuracy in escrow transfer. (Retained loan list provided by Secondary Marketing)
 - b. Maintain spreadsheet for loans with errors.
 - c. Correspond with funding corporations to correct any escrow funding errors. Make GL adjustments for minor discrepancies.

Working Conditions:

Normal office environment
Not Eligible to work at home

Direction of Others:

None