

Client Services Coordinator I

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 Client Services Coordinator I to build upon our 50+ year leadership in housing finance.

Summary:

This position is responsible for the loan closing process from initial financial closing through final construction completion. This position coordinates between departments and with various outside parties including developers, escrow agents, contractors, and outside counsel. The CSC I is an entry level position and will work on the less complex loan closing process. The CSC I may also assist the CSC Team Lead to work on more complex closings.

Responsibilities:

Other responsibilities include providing day-to-day management of records and files related to underwriting process from application through final closing.

Act as a liaison between Multifamily Financing and other Authority departments throughout the loan process relating to the documentation of files and closing.

Assemble documents for the review by loan officers, attorneys, and other Authority staff.

Maintain communication with the development team to resolve questions regarding application information, file management, loan processing, and closing process.

Review project file documentation and requirements with development officers and underwriters to determine completeness, and conditions that must be met prior to approval and/or closing.

Review construction draw documents prior to funding for accuracy and consistency with loan documents.

Education and Experience Requirements:

- Minimum high school diploma or equivalent required with 1- 2 years of related work experience desired, preference for a degree in Finance, Urban Studies, Public Administration, Public Policy, Economics, or a related field
- Requires the ability to work independently, within sensitive deadlines, and maintain effective working relationships with internal and external parties
- Ability to communicate orally and in writing effectively is desired
- Knowledge of Adobe, Word and Excel required

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

To apply, please submit your resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobid=417275&source=CC2&lang=en_US

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