



Job Opening

Job Posting: Nov. 21, 2016

Application Deadline: Dec. 21, 2016

JOB TITLE: Loan Administrator
DEPARTMENT: Portfolio Management & Project Finance

LOCATION: NYC

BASIC FUNCTION:

Monitoring and servicing ESD's loan portfolio; administering ESD's annual employment review process and loan record updates; providing timely reporting to the Legal, Treasury and Controller's departments upon request.

WORK PERFORMED:

- Monitor and maintain ESD's loan portfolio database.
- Generate and process billing for the JDA and ESD loan portfolios.
- Process payment checks and track cash receipt account activity in order to update loan accounts on a daily basis.
- Provide monthly cash receipt activity to the Accounting department for month end General Ledger entries.
- Reconcile and resolve loan balance and payment issues with Accounting and Treasury departments to ensure sound General Ledger reporting.
- Provide the Treasury department with instructions for the monthly distribution of cash receipts to the proper program bank accounts.
- Assist ESD attorneys with satisfactions and assignments of mortgages, borrower insurance policy issues, loan repayments, file management, etc.
- Generate payoff/satisfaction letters.
- Create new project profiles in ESD's Employment Database and record grant recapture payments.
- Obtain and maintain ESD and JDA employment records.
- Provide customer service to borrowers and grant recipients.
- Maintain records and provide copies upon request.
- Provide administrative support for department staff.

EDUCATION & REQUIREMENTS:

Education Level required: College degree.

Relevant experience required: 2+ years of administration experience. Experience within a corporate loan accounting and billing systems environment preferred.

Knowledge required: Must have solid working knowledge of how loans operate, ability to interpret legal documents (Notes, Mortgages, Assignments, etc.), and knowledge of how to create and modify loan amortization schedules.

APPROXIMATE HIRING SALARY:

Up to \$50,000

INQUIRE

Maria Gately, Manager, HR - Human Resources Dept., ESD Corporation

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER