

## Job Opening

**Job Posting:** March 2022

**Application Deadline: 30 days or  
until position is filled**

**JOB TITLE:** Loan Administrator

**LOCATION:** NYC

**DEPT:** Portfolio Management

### **BASIC FUNCTION:**

Monitoring and servicing ESD's loan portfolio through the ABS system. Maintaining and updating ESD's Employment Database. Working with ESD Treasury and Controller's departments and providing them with daily, weekly or monthly reports.

### **WORK PERFORMED:**

- Monitor and maintain ESD's loan portfolio through the ABS system;
- Generate and process billing for the JDA and UDC loan portfolio;
- Serve as the primary contact for borrower and grantee account inquires, and provide quality customer service;
- Process Cash Receipts (i.e., Lockbox and ACH) and apply payments to update each borrower's account;
- Run daily reports and reconcile balances;
- Generate loan payoff and satisfaction letters;
- Create new project profile in ESD's Employment Database and keep track of grant repayments;
- Obtain and maintain JDA employment records;
- Maintain various reports and provide copies upon request;
- Reconcile and resolve loan balance and payment issues with Accounting and Treasury departments;
- Provide monthly cash receipt activity to the Accounting department for month and G/L entries;
- Prepare report for the Treasury department indicating which funds are received in lockbox and to which accounts the funds should be transferred to;
- Provide monthly ACH reports to the Treasury department to debit JDA borrower's bank account;
- Assist ESD attorneys with satisfaction and assignments of mortgages, borrower insurance policy issues, loan repayments, and file management.

**Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.**

### **EDUCATION & REQUIREMENTS:**

Education Level required: Bachelor's degree.

Relevant experience required: 2+ years of loan administration experience working with corporate loan accounting and billing systems.

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

**APPROXIMATE HIRING SALARY:** \$54,000 - \$60,000 (w/ comprehensive benefits package)

### **INQUIRE**

Jema Chan – HR Recruiter, Human Resources Dept.

**External Candidates:** Send resume to [resumes@esd.ny.gov](mailto:resumes@esd.ny.gov), indicating job title in subject line and salary requirement in email body

**Internal Candidates:** Complete [Posting Application](#) and attach a copy of resume

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