

DOUGHERTY MORTGAGE LLC

Asset Manager – Addison, Texas - Dougherty Mortgage LLC

Dougherty Mortgage LLC is a Fannie Mae approved DUS® Lender, HUD/FHA Mortgagee, and Ginnie Mae seller/servicer headquartered in Minneapolis, MN with offices in Arizona, Colorado, Georgia, Illinois, Maine, Massachusetts, Mississippi, New Hampshire, New York, North Carolina, Pennsylvania, Tennessee, Texas and Virginia. For more information on our company, visit our website at www.doughertymarkets.com. We are seeking an Asset Manager to join our Addison, Texas office.

Essential Duties and Responsibilities Include:

- Responsible for performing all servicing aspects of the Dougherty Mortgage LLC loan servicing portfolio including reporting and billing, setting up new loans, processing payoffs and ongoing loan servicing functions.
- Responsible for performing all asset management aspects of the Dougherty Mortgage LLC loan servicing portfolio including financial analysis, inspections, assumptions, easements, partial releases, and other loan events.
- Interact with accounting department for the transfer of cash, processing reserve disbursements, and the maintenance of reserve and other escrow accounts.
- Assist in providing training and support to department analyst.
- Required to perform the duties and responsibilities in accordance with applicable laws, regulations, self-regulatory organization requirements (e.g. HUD, FHA, Ginnie Mae or Fannie Mae) and DM compliance and employee policies.
- Other duties as assigned

Qualifications Required:

- Bachelor's degree in Finance or Accounting required
- 1 year of multifamily asset management experience required
- Candidates should be detailed oriented and have the ability to multi-task
- Strong communication skills required
- Monthly local and domestic travel is required
- Regular and reliable attendance required

We offer a comprehensive benefits package for employees and their families including medical and dental plan; 401k plan including company matching; firm funded life and disability insurance.

Qualified candidates should submit their resume to careers@doughertymarkets.com for consideration.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

www.doughertymarkets.com

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