

DOUGHERTY MORTGAGE LLC

Asset Management Analyst - Dougherty Mortgage LLC

Dougherty Mortgage LLC is a Fannie Mae approved DUS® Lender, HUD/FHA Mortgagee, and Ginnie Mae seller/servicer headquartered in Minneapolis with offices in Arizona, Colorado, Georgia, Illinois, Maine, Massachusetts, New Hampshire, New York, Tennessee, Texas and Virginia. For more information on our company, visit our website at www.doughertymarkets.com.

Position Description:

Dougherty Mortgage LLC is seeking an experienced team player to join the Minneapolis office as an Asset Management Analyst. This position will assist in all aspects of the administrative, financial, and operations of the loan servicing portfolio.

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
- Administer the construction loan portfolio activities including review and approval of draws, interaction with HUD and other funding sources, and interaction with contractor, architect, title insurance companies and inspecting architects
- Duties and responsibilities must be performed 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 by the supervisor

Qualifications Required:

- Bachelor's degree required
- 1-3 years' experience in commercial mortgage servicing preferred
- HUD experience preferred
- Candidates should be detail oriented; have the ability to multi-task; and possess strong communication skills

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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