

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, North Carolina, 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 managing all aspects of the Dougherty Mortgage LLC loan servicing portfolio including reporting and billing, processing payoffs and ongoing loan administration duties.
- Accurately and efficiently produce required analyses of operating statements and related financial statements of multifamily properties, including identifying and researching variances, normalizing and otherwise adjusting the statements, per lender requirements
- Perform (or review third-party) property inspections to verify sufficient maintenance of collateral, identify and report life safety issues, and other items of deferred maintenance. This will require willingness to travel up to 25% of the time.
- Analyze and process borrower requests for releases of funds from various reserve accounts, including but not limited to reserves for replacing capital items and holdbacks for repairs or improvements.
- Required to perform your duties and responsibilities in accordance with applicable laws, regulations, self-regulatory organization requirements (e.g. HUD, FHA, Ginnie Mae or Fannie Mae) and Dougherty Mortgage compliance and employee policies.
- Other duties as assigned by the supervisor

Qualifications Required:

- Bachelor's degree required
- 1-3 years' experience in finance or accounting
- Background in commercial mortgage servicing or commercial real estate preferred
- FNMA/HUD experience a plus
- 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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