

# DOUGHERTY MORTGAGE LLC

## Escrow Manager - 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](http://www.doughertymarkets.com). We are seeking an Escrow Manager to join our Minneapolis office.

### Essential Duties and Responsibilities Include:

- Management functions; including training, coaching, staffing, review and writing policies and procedures, audit confirmations, assigning workload
- Create amortization schedules to determine annual MIP amounts, receive invoices, review for errors, pay premiums, and work with HUD on rate errors, review and process MIP refunds from HUD
- Work with borrowers when they are appealing their taxes, adjust analysis for changes in tax amounts, collect shortages, review delinquent taxes
- Manage all aspects of property insurance which includes ensuring policies comply with loan documents and lender requirements, working with force place carrier to get loan to compliance, payments of premiums due, and processing insurance losses.
- Monitor Uniform Commercial Code Financing Statements (“UCC”), filing continuations and terminations as needed.
- Other duties as assigned

### Qualifications Required:

- Bachelor’s degree in business or finance required
- 5 to 7 years’ experience required
- Multi-family housing experience preferred
- Knowledge of mortgage banking, escrow duties, loan documents, applicable laws
- Knowledge of HUD, FHA, Ginnie Mae, Fannie Mae regulations and requirements
- Understanding of commercial property and liability insurance concepts, tax processing, and Uniform Commercial Code Finance (UCC)
- Excellent written and verbal communication skills
- Ability to read, analyze, and interpret technical procedures or governmental regulations
- Excellent problem solving and decision making skills
- 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](mailto:careers@doughertymarkets.com) for consideration.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

[www.doughertymarkets.com](http://www.doughertymarkets.com)

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