

DOUGHERTY MORTGAGE LLC

Escrow Specialist, Tax - 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. For more information on our company, visit our website at www.doughertymarkets.com. We are seeking an experienced team player to join our downtown Minneapolis office as an Escrow Specialist.

Essential Duties and Responsibilities Include:

- Provide superior customer service to Lenders and Borrowers
- Responsible for the payment of property taxes for loans in which escrows are held to ensure they are paid timely and accurately
- Monitor Uniform Commercial Code Financing Statements (UCC) and file continuations prior to expiration
- Payment of HUD mortgage insurance premiums (MIP)
- Perform an escrow analysis to ensure sufficient funds are escrowed for taxes and insurance.
- Assist Escrow Manager with creating policies and procedures
- Perform 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 assigned by manager

Qualifications Required:

- Associate's degree required, Bachelor's degree preferred
- 1-3 years of office experience
- 1 year of servicing experience required
- Proficiency in Microsoft applications (Word, Excel & Outlook)
- Strong organizational skills with the ability to handle multiple tasks, assignments and prioritize to meet deadlines
- Ability to communicate with all levels of the organization and various types of personalities
- Detail oriented, attention to detail and accuracy required
- Ability to work both independently and within a team, with minimal supervision
- 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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