

Construction Loan Administrator, Loan Servicing and Asset Management

Objective: The Construction Loan Administrator will perform a variety of loan servicing functions for an existing and growing USDA and Conventional commercial construction loan portfolio.

Responsibilities will include, but not limited to:

- Review and track construction diligence and make recommendations on the appropriate risk mitigations needed
- Work with origination team pre-closing to set up construction monitoring budget and process any pay applications to be disbursed on settlement statement
- Conduct pre-construction conferences with borrower, GC, contractors, and loan team to discuss disbursement process
- Respond to daily requests from clients and/or agency as needed
- Process and review regular construction draw including change orders, soft costs, lien waivers, invoices, etc.
- Coordinate with title company for date down endorsements as applicable
- Consult with third party construction monitoring agency as needed
- Coordinate draw disbursements, including monthly interest-only fundings
- Ensure all draw documentation required in the Loan Agreement is provided, organized, and saved to the client file
- Work with clients to remedy deficiencies discovered during analysis of documentation submitted
- Maintain accurate and up-to-date construction budget monitoring and draw tracking records
- Submit routine construction progress monitoring both to agency and internally as required
- Keep detailed account of any updates/delays to construction progress and alert management as needed
- Ensure compliance with all covenants and provisions in the Loan Agreement including, but not limited to, taxes, insurance, UCCs, escrows and financial statements
- Request and analyze financial statements as required
- Prepare formal financial analyses for reporting to the USDA as required
- Compile and submit P&I balance status reports to the USDA semi-annually
- Assist in maintaining internal financial/survey data for risk mitigation purposes as required
- Review and voucher requests for escrow disbursements as needed
- Assist in review of pre-closing loan documents to ensure standardization of construction procedures where applicable
- Complete loan onboarding

- Prepare and send welcome package to each new borrower, followed up with a welcome call
- Create and distribute monthly loan bills and escrow/loan activity reports to borrowers
- Update servicing system as needed including posting payments made, escrow disbursements/adjustments, informational changes, and all other loan maintenance system requirements
 - Ensure any backup to escrow disbursements is saved in the client file
- Assist with internal and external audits as needed
- Assist senior management as needed
- Complete special projects as assigned
- Travel as needed

Requirements for our candidate:

- Bachelor's Degree with at least five (5) or more years of experience in banking or commercial finance required
- Experience in construction oversight/risk assessment/project management required
- USDA loan servicing experience preferred but not required
- Knowledge of EPC contract language and ability to review contract for specific lender needs preferred but not required
- McCracken Strategy software experience a plus
- Must be proficient in basic software applications included in Microsoft Office Suite
- Strong organizational, oral, and written communication skills
- Strong customer communication/service skills
- Detail oriented with the ability to think proactively and work independently

Salary range: \$65,000 – 95,000 annually

Discretionary annual bonus

Unlimited PTO

Excellent benefits

X-Caliber is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics. You may view our Equal Employment Opportunity notice [here](#). We also consider qualified applicants with criminal histories, consistent with applicable federal, state, and local law.