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## Loan Servicer

**Objective:** As part of the X-Caliber team, this person will be reporting to the Chief Operating Officer and will be required to perform a variety of loan servicing functions for existing loans and a growing portfolio.

### Job Qualifications:

- Bachelor's Degree preferred
- 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 pro-actively and work independent
- Hybrid work environment (Timonium, MD office)

### Responsibilities will include, but not be limited to:

- Assist and respond to daily requests from clients and/or agency 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
- Monitor construction loans as necessary
- Review and voucher requests for escrow disbursements.
- Loan onboarding
- Create payoff statements and release documents upon request
- Create and distribute monthly loan bills to borrowers
- Daily updates to the servicing system as needed
- Collaborate with Asset Management team to develop and/or refine servicing guidelines and procedures
- Assist with internal and external audits
- Assist with month-end reporting
- Assist senior management as needed
- Complete special projects as assigned
- Travel as needed

Salary range: \$45,000-\$75,000 base annual salary

Discretionary annual bonus

Medical, dental, 401K and other benefits

Unlimited PTO

*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*

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*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.*

