



Senior Financial Analyst

Supports the closing function and maintains responsibility for the loan and equity closing for multiple commercial real estate projects.

Responsibilities include working with internal development teams, outside counsel, lenders, and other third parties to ensure the deal terms are documented accurately and timely. Accountable and responsible to ensure a smooth workflow among all process components, both internal and external. Responsible for facilitating pre-closing deal team calls and meetings.

Qualifications

Basic Requirements:

- Strong organizational skills and the ability to handle multiple tasks under tight time constraints.
- Advanced proficiency in reviewing title work, surveys, appraisals and environmental reports.
- Professional license or specialized training in escrow, title, real estate, government programs and specialized lending programs.
- Experience in the execution of legal documentation and associated processes.
- Demonstrated experience or knowledge of loan closing and lending regulatory requirements.

Preferred Requirements:

- 5 years of experience in credit operations, loan consultation, loan administration, loan origination, real estate construction, banking operations (documentation, client service, accounting) or related field(s)
- 5 years of experience in the execution of legal documentation and associated processes
- Bachelor's degree or certificate in related field.
- Working knowledge of specialty finance including low income housing, new market tax credits, historic tax credits, tax incremental financing
- Working knowledge of participations and syndications
- Combination of banking and investment real estate loan closing and/or investment real estate loan closing documentation review experience.
- Advanced proficiency in reviewing title work, surveys, collateral, lien filings, appraisals and environmental reports
- Professional license/ specialized training in title, real estate, or specialized lending programs.
- Experience in commercial loan closing and closing real estate secured transactions.
- Paralegal experience with lending transactions
- Proficiency with construction administration applications.

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