**JOB DESCRIPTION**

**Position:** ConstructionLoan Servicer Analyst

**Reports To:** Vice President, and Loan Servicing Manager

**Department:** LoanServicing

**Location:** Clearwater FL (Hybrid available)

**Status:** Exempt

**Schedule**: Full Time

**The Company:**

Churchill Stateside Group, LLC (“CSG”) is an investment and mortgage banking firm offering a full range of debt and equity capital services directed towards multifamily affordable housing, commercial real estate, and renewable energy sectors.

CSG success is a direct result of our teamwork and extraordinary effort toward building affordable homes, finding renewable energy solutions to address real world concerns with positive social impact. Our people make the difference that separates us from our peers, offering a high degree of integrity, partnerships and contributions to our Sponsor partners and investors. Our people are the key to our long-term viability as an organization. We are dedicated to continuous learning and growing and as a core member of our Servicing Team, you will work to deliver seamless client experience, manage workflows and while working across a wide variety of servicing matters.

CSG generous benefit package will include the following subject to change from time to time:

* Competitive Salary
* Medical Coverage
* Dental Coverage
* Vision Coverage
* 401K – Safe Harbor Plan
* Medical Coverage includes a Healthcare Reimbursement Arrangement of $3,000/$6,000 per year.
* Health Savings Account contribution of $150 per month for qualified plans.
* Life Insurance
* Short Term Disability
* Long Term Disability
* Paid Time Off, and up to 10 days per year additional holiday including your birthday.
* A monthly Cellphone/Internet Allowance
* Free Parking

**Position Summary:**

The Construction Loan Servicing Analyst position will be primarily focused on assisting the Construction Servicers in funding monthly draw payments and other loan servicing duties as assigned from time to time.

This position will involve the servicing of HUD, USDA, GMNA and Warehouse Lender construction loans where you will be responsible for spreading draws from Borrower request to fund the payment from diversified funding sources, ensuring that the accounting is accurate and in balance. Workflows will involve working under the direction of several Commercial Services, to review initial draw packages, spreading of the draws, understanding sources and uses, the construction life cycle, processing and submissions of the construction draws as directed. The ideal candidate must have at least (2+ years) experience in the workplace with heavy excel proficiency, construction loan servicing a plus, project development and loan servicing experience are welcome.

This is an opportunity with a growing investment/mortgage lender approved by HUD, USDA, GMNA, and private institutions.

**Duties and Responsibilities:**

The Construction Loan Servicing Analyst primary duties and responsibilities include:

* Be a secondary contact to Borrowers, position will have high interaction with Commercial Servicers, and under their direction with Underwriters, Borrower Clients, Construction Lenders, Sponsors, Governmental partners, Engineers, Architects, Legal Counsels and Syndicators, as needed.
* Construction Draws: under the supervision of the Commercial Servicer, will collect monthly draws, spread draws onto our workbook, keeping track of draws from month to month and keeping draws and S&U in balance. Perform other duties as assigned by the Commercial Servicer.
* Loan Servicing: Will assist with the loan servicing dept. duties as assigned.
* Communication: Be able to communicate in a strong professional manner to be able to effectively communicate with borrowers, contractors, and other parties involved in the construction process. This includes providing updates on the loan status, answering questions, and resolving any issues that may arise.
* Customer Service: Provide excellent customer service to borrowers, contractors, and other parties involved in the construction process. This includes responding promptly to inquiries, addressing concerns, and providing assistance as needed.
* Teamwork: Must be a team player and be willing to serve within the department, duties as assigned.

**Overall:**

The Construction Loan Servicer must have strong analytical and problem-solving skills, be highly organized, and possess excellent communication and customer service skills. They must have a thorough understanding of the construction loan process and be able to manage risk effectively.

**Supervisory Responsibilities:**

* This job has no supervisory responsibilities.

**Qualifications:**

* Bachelor's Degree (BA) from four-year college or university in a business-related profession.
* Advanced Microsoft office abilities (MS Word, Excel, and Power Point).
* Microsoft Excel a must.

**Working Environment:**

* Climate-controlled office setting subject to extended periods of sitting.
* Use office equipment including a desktop computer.
* Ability to clearly communicate to perform essential duties.
* Primary work is done sitting and/or standing at a desk.
* Repetitive motion (keyboard, mouse, etc.)
* Work at events may require the ability to traverse uneven terrain.
* Expected to be responsive to co-workers, clients, resourceful, flexible, and respectful of others.

**Background Check Statement**

CSG conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Note**

All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State Laws). Continued employment remains on an at-will basis.