

## **RIHousing – Multifamily Loan Staff Accountant**

**Salary Range - \$67,892.90 - \$98,245.02**

RIHousing is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **What it's all about:**

This position is accountable for the accurate and timely performance of a variety of loan accounting functions to ensure that all financial loan data is recorded and reported in accordance with loan documents and applicable policies/procedures. Works with the Financial Audit and Credit Analyst Supervisor to ensure that all financial loan transactions are posted to the loan servicing system accurately. The position is also responsible for assisting in the administration and posting of all multifamily escrow and reserve receipts and disbursements, interpreting loan data, and performing research and review

### **What you'll do on a daily basis:**

The responsibilities of the position include a variety of tasks, such as loan accounting, analysis, reconciliation, research, and reporting. Specific duties include, but are not limited to, the following:

- Process principal advances, reserve disbursements, and non-cash financial postings.
- Compute and post loan level compound interest accruals.
- Work with the Financial Audit and Credit Analyst Supervisor to onboard new multifamily loans, including loan assignments and assumptions, as well as loan-level construction to permanent loan conversions.
- Ensure loan transactions are processed in accordance with the loan terms and financial requisitions.
- Serve as backup for daily financial escrow and insurance transactions and annual risk share premiums.
- Assist with end-of-year reporting and issuance of monthly billing and reserve statements and annual audit confirms.
- Perform review of annual hazard insurance renewal policy in accordance with Multifamily insurance guidelines.
- Reviews daily and monthly reporting, including delinquency and loan maintenance reports.
- Perform research and review to resolve reconciliation issues and answer loan accounting-related inquiries.
- Prepare backup documentation for regulatory and audit reviews.
- Communicate with internal and external customers, including multifamily property owners, management agents, and external auditors, to answer questions and resolve discrepancies.
- Work on special projects and identify areas for departmental improvements and efficiencies.

### **What you'll bring to the team:**

- Perform complex loan account reconciliations and resolve differences to ensure data accuracy.
- Communication of discrepancies and other issues noted to the Financial Audit and Credit Analyst Supervisor.
- Review work performed by Financial Audit Specialists, instruct and mentor as appropriate.
- Perform analytical procedures.
- Assist in improving efficiencies and loan accounting processes and documentation.
- Assist with various audits as directed.
- Understand the applicable policies, procedures, controls, and authorization levels related to the Staff Accountant's job function.
- Perform special projects or research as assigned.

### **What you'll need to succeed:**

- 3-5 years of loan accounting experience, preferably in a financial institution.
- Demonstrated knowledge of computerized financial and accounting systems.
- Expanded knowledge of Microsoft Office products, including Excel, Word, PowerPoint, etc.
- Excellent verbal and written communication skills.
- Strong analytical, problem-solving, and organizational skills.
- Detail oriented.
- Ability to manage multiple projects simultaneously.
- Able to read and understand loan documents.
- Bachelor's degree in accounting, finance, or a related field or equivalent experience is required.
- Willingness to establish and maintain effective working relationships.

### **Not sure you meet all the qualifications? Let us decide!**

### **Why RIHousing:**

- Mission-Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019, 2021, 2022, 2023 & 2024
- PBN's Worksite Health Award 2013-2024
- PBN's Diversity Equity Inclusion Award 2023

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public-purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.