

Closing Coordinator

The closing coordinator is responsible for assisting in all phases of development due diligence which includes but is not limited to checklist maintenance related to funding applications, progress reporting, construction period monitoring and reporting, conversion from construction to permanent operations. Candidate must be proficient in Microsoft Office Suite, time management skills, organizational skills, and must be confident as a self-starter. Experience in a similar position such as a loan closer or title agent is preferred. Experience with a LIHTC developer, investor, or lender is ideal.

Responsibilities:

- Demonstrate leadership, self-initiative, and strong customer service skills.
- Possess effective knowledge of affordable housing programs such as LIHTC, RD and HUD
- Possess effective knowledge of construction processes and real estate transactions
- Possess exceptional communication skills in the areas of partnership, resident and corporate relations.
- Possess effective knowledge of computer programs to manage data
- Remain task-oriented, deadline driven, detail-oriented, proactive, well-organized and able to prioritize based on timeliness and relevance.
- Ensure compliance with all company, local, state and federal guidelines.
- Coordinate the due diligence process related to NOFA applications and progress reporting checklists.
- Coordinate the due diligence process related to closing checklists.
- Responsible for gathering the required information from general contractors and meeting the reporting requirements of regulatory agencies during the construction period
- After completion of construction, coordinates the conversion/close out process, obtaining required documents, following up to obtain documents, maintaining checklists and working with regulatory agency to close out the construction.
- Seek guidance in all areas of the position to ensure exemplary performance
- Respond to requests timely and efficiently
- Other duties may be assigned by manager

This firm is an equal opportunity provider and employer

Job Type: Full-time

Salary: \$35,000-\$45,000

Location: Washington, MO preferred – remote locations will be considered based on experience level