

## **Mortgage Lending/Quality Control & Compliance Reporting Officer**

**Summary:** cdcB-come dream. come build. is seeking a talented and collaborative individual with a passion for community, people and finance/lending to join our organization as Quality Control, Compliance and Reporting Manager (QCC&R Manager).

Reporting to the Deputy Director, the QCC&R Manager oversees all critical aspects of the grant cycle from pre-award to post-award grant, contract and investor compliance; quality control review and reporting for lending investors; and benchmark and final reporting to all public and private grantors, investors and lenders (stakeholders). The QCC&R Manager will also work closely with cdcB finance staff to track and report all grant budgets to Senior staff and program managers. The position is responsible for the cdcB's Quality Control Plan for and ensures loan reviews are completed timely and accurately, and appropriate results are captured and analyzed. Ensures deliverables are met and quality standards are according to agency and company policy. Facilitates feedback between Operations, Credit Policy and Quality Assurance; responds to and satisfies issues in a timely, consistent manner while ensuring accurate resolution.

### **Essential Job Functions**

#### Grant Compliance

- Prepare and/or review information and reports for internal and external stakeholders.
- Develop and modify policies/procedures/systems in accordance with government regulations and organizational needs and objectives.
- Assist in preparations for external monitoring visits, reviews, and audits, and cross-site evaluations and participate as appropriate.
- Establish and maintain electronic and hard copy files for each grant-funded project to be used for tracking and reporting purposes.
- Conduct routine compliance reviews of grant programs.

#### Grants and Investor Reporting

- Responsible for leading the reporting process on all grants and investors to ensure compliance with approved policies and procedures.
- Draft and manage calendar of reports due and individual timelines for all cdcB grants and investments.
- Develop and institute a consistent process to prepare regular reports for internal and external stakeholders detailing status of grants and achievements to date.
- Design, develop and maintain grants management database, filing system, and oversight procedures for all grant agreements and financial reports.
- Develop and institute a process to create and review budget vs. actual reports with key staff on a monthly basis and update projections based on those meetings.

- Conduct grant kickoff calls with relevant staff for any new grant received to ensure cdc b staff understand the objectives, activities, and reporting responsibilities for all new grants

## Quality Control

- Responsible for the Quality Control function, which includes management reporting, and oversight of the quality control vendor, ensures loan quality is a focus throughout cdc b.
- Responsible for identifying, remediating, and monitoring the risk of originating high quality loans that meet all investor requirements as well as state and federal regulations.
- Develop and Complete monthly reporting to meet investor and business unit requirements
- Identify and report trends and training opportunities.
- Ensure compliance with both state and federal regulatory requirement
- Creates and administers Analyst training as required; development and maintenance of employee scorecard and performance standards for the Quality Control Department.

## Position Requirements

- Mortgage banking/lending experience, with a strong emphasis on Quality Control
- Current working knowledge of underwriting guidelines and requirements.
- Demonstrating knowledge and/or ability to learn non-profit grants and compliance management working with and interpreting applicable donor rules and regulations.
- Knowledge of mortgage compliance rules and regulations.
- Detail oriented and well organized with good time management skills.
- Proficient with quality control reporting requirements.
- Proficient with standard computer applications including Microsoft Office.
- Ability to independently make decisions and solve problems while providing excellent customer service.
- Ability to work collaboratively with others in a fast paced, deadline driven environment.

## About cdc b

cdc b – come dream. come build. is a private, 501(c) (3) non-profit community housing development organization (CHDO). Founded in 1974, cdc b has been providing safe, sanitary affordable housing to the citizens of the lower Rio Grande Valley, Texas since 1974. **cdc b is one of the largest non-profit producers of single-family housing for homeownership in the State of Texas. Our mission** is to be a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across the Rio Grande Valley through quality education, model financing, efficient home design, and superior construction.

## **How to Apply:**

Please provide your resume:

- By email at: [ksaldana@cdcb.org](mailto:ksaldana@cdcb.org) Subject: Mortgage Lending/Quality Control & Compliance Reporting Officer
  - By Regular mail: Kristine Saldana. 901 E. Levee St. Brownsville, Texas
- cdcb is an Equal Opportunity Employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply.*