

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: ACCTASTED62R

Civil Service Class and Level: Accounting Assistant-E

Working Title (What the agency calls the position): Accounting Assistant

Name and Position Code Description of Direct Supervisor: PLATTE, MARY JO T; ACCOUNTANT MANAGER-2

Department/Agency: LEO-MSHDA

Bureau (Institution, Board, or Commission): Michigan State Housing Development Authority

Division: Finance

Section: Mortgage Servicing

Unit: Single Family Mortgage Servicing

Work Location (City and Address)/Hours of Work: 735 E. Michigan Ave., Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

General Summary of Function/Purpose of Position: To assist the Single Family Mortgage Servicing (SFMS) staff in carrying out the essential responsibilities of servicing MSHDA's single family mortgage loan portfolio. The responsibilities of the SFMS Unit include, but are not limited to, reconciling monthly mortgage activity, monitoring delinquent loans and REO/foreclosure processing. MSDHA has a single family loan portfolio in excess of \$1 billion.

Assigned duties and tasks for each duty.

Duty 1: Assist in the REO, foreclosure and loss mitigation processes.

- Input and update the mortgage servicing system with applicable dates such as the sheriff sale and redemption expiration.
- Record foreclosure expenses to mortgagors' accounts in the mortgage servicing system.
- Prepare and update various foreclosure spreadsheets.
- File documents.
- Other duties as assigned.

Duty 2: Assist in monitoring delinquent loans.

- Input bankruptcy dates and delinquency related dates into the system.
- Retrieve foreclosure related documents and submit to the sub-servicer.
- Contact the sub-servicer regarding missing or incomplete monthly reports.

Duty 3: Assist in reconciling the monthly mortgage activity.

- Prepare various spreadsheets to facilitate the completion of the monthly reconciliation process.
- Investigate remittance discrepancies.
- Perform data entry for billings.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: Administrative support type decisions.

Types of decisions that require the supervisor's review: When an assignment is unclear or when existing policies or procedures do not appear to apply to the assigned task.

Physical effort used to perform this job and environmental conditions of this position: Typical office environment.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: To assist the Single Family Mortgage Servicing Staff in carrying-out the essential responsibilities of servicing MSDHA's loan portfolio.

The function of the position's work area and how it fits into that function: MSHDA sells tax-exempt mortgage revenue bonds to the general public. The proceeds of these bonds are used to make first mortgage loans to borrowers that meet certain income and purchase-price restrictions. The mortgage payments received from these mortgagors are used to pay the required payments prescribed in the bond agreements. In order to adhere to the requirements of the bond agreements it is imperative that the financial transactions associated with each bond series are properly administered and accounted for in MSHDA's accounting system.

This position will assist the unit in meeting the accounting requirements contained in the applicable bond agreements.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Accounting Assistant 5

No specific type or amount is required.

Accounting Assistant 6

One year of administrative support experience.

Accounting Assistant E7

Two years of administrative support experience, including one year equivalent to an Accounting Assistant 6, involving posting financial data to ledgers, preparing invoices, billings and/or vouchers, reviewing and coding financial information, and maintaining account balances.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong organizational, financial/accounting and analytical skills are highly desirable. Proficiency with WORD and Excel are strongly preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A.