



DWIGHT CAPITAL

Investor Accounting Assistant

Dwight Capital is currently seeking an Administrative Assistant to perform general office administrative duties in support of our Investor Accounting team. The role is best suited for candidates with high attention to detail, excellent organizational skills, MS Word, Excel and Outlook proficiency and an enthusiasm for delivering outstanding customer service.

- Job Description
 - o Documents
 - Receive original and final closing documents for internal files
 - Scan to files various loan documents, bank reconciliations, daily closing reports
 - Prepare loan package for Document Custodian
 - Follow up on trailing documents to document custodian
 - Download final closing binder documents to loan files
 - o Rate Lock
 - Save term sheets to loan files
 - Assign pool numbers
 - Request pool EIN numbers online
 - o Office
 - General Email Box monitoring; renaming/saving down of files
 - Mail – including monthly billing statements
 - FedEx
 - Office Supplies, including bi-weekly Publix order
 - o Copier/Scanner
 - Order toner and toner waste cartridges
 - Report copier meter readings
 - Coordinate service calls when necessary
 - o Maintain Reports
 - Update various status reports
 - o Other
 - Handle requests to property management
 - Submit Publix orders
 - Prepare 9807 prepayment requests
 - Prepare and submit 11708s for paid loans (and IRRs)
 - Various QC projects for new servicing system implementation
 - Other duties and responsibilities as may be assigned