



DWIGHT CAPITAL

Assistant Cash Manager / Loan Servicer

Dwight Capital is currently seeking an Assistant Cash Manager and Loan Servicer to provide support to the Bridge Loan Team and the Investor Accounting team. Dwight is seeking a team player who has a “no job too big or too small” attitude. A proactive thinker with a can-do mentality who is ambitious and intuitive will prove successful. Dwight is looking for an individual who takes pride in their work and flourishes in a fast-paced environment. Must have the ability to manage time wisely, follow up, and communicate status of projects. Our ideal candidate will take direction from the Sr. Cash Manager and the Director of Investor Accounting, offer creative and prompt solutions to issues, and provide meticulous attention to detail.

Cash Management Tasks include:

- Produce Change Notice Analysis Statements Monthly for Bridge/Mezz Loans
- Produce Billing statements for Bridge/Mezz portfolio Monthly / Stuff and Mail
- Send courtesy email reminders to borrowers regarding payments not yet received by the due date; keeping management updated on collection status
- Transfer loans from the current investor group to a new investor group and move escrow funds accordingly
- Produce Payoff Statements and Letters for all Bridge/Mezz loans/ Update as necessary
- Monitor Maturity dates across Bridge/Mezz loans and provide Maturing Loans Report to various parties
- Borrower Requests - Provide upon request the following for borrowers/management agents/portfolio managers/Investors:
 - Billing Statements
 - Payoff Statements
 - Miscellaneous fees needing collection (Extension, legal, etc.)
- Save down Bridge loan legal documents and ensure the right parties have the right legal packages
 - Includes preparing and mailing the legal packages to document custodians upon lender assignment
- Process EFT/check payments for Bridge/Mezz loans as they are received
- Process Payoff funds upon receipt
- Set up Bank transfers per the Daily Cash Transfer Report
- Produce Loan Trial Balance reports at month end for Bridge/Mezz loans
- Produce Bank Reconciliations across approximately 45 bank accounts
- Responsibilities could shift as the candidate gains experience, and to accommodate the company’s accelerated growth.

Loan Servicing Tasks include:

- Onboard all Bridge and Mezzanine loans onto FICS upon close
 - Review Closing Workbook, and accompanying legal documents
 - Process servicing wires upon receipt



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- Follow up on missing items from closing
- Send Welcome emails to borrowers
 - Explains monthly payment options and introduces the Dwight Team
- Monitor Taxes and Insurance due dates across Bridge/Mezz portfolio
- Produce escrow analysis as needed, but at least annually
 - Collect shortages from borrower
- Borrower Requests - Provide upon request the following for borrowers/management agents/portfolio managers/Investors:
 - Loan Activity Reports
 - Escrow Activity Reports
 - Borrower/Management agent LoanStat access

Required Experience & Skill Sets

The role is best suited for candidates with commercial loan servicing experience, excellent organizational skills, MS Word, Excel and Outlook proficiency and an enthusiasm for delivering outstanding customer service.

- Bachelor's Degree, or 3 to 5 years' experience working in financial/banking institutions (business administration, finance, or accounting, preferred)
- Experience in multi-family loan servicing is a plus

Overview of Benefits

- 401(k) & profit-sharing programs
- Healthcare Plan w/ optional dental & vision, as well as HSA account options
- Floating holiday schedule (9 Days)
- Paid Time Off (PTO) commiserate with experience & tenure