

FINANCE-COMPLIANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Work is performed under the general direction of the Director of Community Development. The work involves the performance of financial and compliance duties as applicable to the programs operated by the Department of Housing and Community Development. Work assignments are received from an administrative or technical supervisor and work is performed within an established system and procedure. Work is reviewed through analysis of case activity or through discussions of problems encountered.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares loan documentation for home improvement loans;
- Arranges schedules for loan closings;
- Oversees the compiling of information needed for compliance with the City of Albany's Compliance Ordinance relative to the Albany Community Development Agency;
- Monitors and enforces owner-occupancy of applicants;
- Answers questions from borrowers regarding their payments and tax escrow;
- Maintains files on occupancy status of all obligated rental units from all past and present Department-sponsored loans or grants;
- Monitors all Department-held service contracts;
- Prepares mortgage satisfactions;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of housing loan programs and grants;
- Good knowledge of financial counseling practices and procedures;
- Good knowledge of basic monitoring principles, practices and procedures;
- Good knowledge of office terminology;
- Ability to follow detailed oral and written instructions;
- Ability to accurately prepare and maintain compliance files;
- Ability to prepare specific reports;
- Proficient in organizational and time-management skills;
- Ability to manage and prioritize multiple tasks;
- Good knowledge of business English, spelling and punctuation;
- Working knowledge of personal computers and office equipment;
- Ability to work independently;

- Ability to establish and maintain effective working relationships with other employees and the public;
- Tact;
- Courtesy;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Finance, or Marketing and one (1) year experience in the area of real estate, consumer banking, program compliance, low income housing matters or economic development initiatives; **OR**
- b) Graduation for a regionally accredited or NYS registered two year college with an Associate's Degree in Business Administration, Finance or Marketing and (3) three years' experience in the area of real estate, consumer banking, program compliance, low income housing matters or economic development initiatives; **OR**
- c) Graduation from high school or possession of a high school equivalency diploma and (5) five years of paid fulltime experience in the area of real estate, consumer banking, program compliance, low income housing matters or economic development initiatives; **OR**
- d) Any equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.