Underwriting Analyst

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Underwriting Analyst</th>
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<tbody>
<tr>
<td>Department</td>
<td>Rental Underwriting</td>
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<tr>
<td>Pay Grade</td>
<td>C42</td>
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<tr>
<td>Supervisor</td>
<td>Senior Rental Underwriter</td>
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<td>FLSA Status</td>
<td>Exempt</td>
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General Summary

The Underwriting Analyst provides high-level analytical support to individual Underwriters engaged in processing multifamily mortgage loan applications. The Underwriting Analyst will assist in underwriting all transaction types, including taxable financing proposals (typically “preservation” or MAP transactions and 9% LIHTC transactions) and tax-exempt financing proposals (typically new construction, substantial rehabilitation and FHA transactions involving 4% LIHTCs). The Underwriting Analyst must be able to quickly develop an understanding of specific requirements of various lending programs, including HUD/FHA Risk-Sharing and other FHA multifamily mortgage insurance programs, and stay up-to-date on changes to FHA and GSE guidelines.

All positions at MassHousing require a customer service mindset, in accordance with our values: Integrity, Excellence, Collaboration, Respect, Accountability and Service.

Specific Duties and Responsibilities

I. Update and analyze data available in MassHousing’s reporting systems (EIS, FOA, PAWS, OnBase) used for tracking multifamily projects during the prescreening, loan origination and underwriting stages through to commitment and closing.

II. Create efficient workflows for tracking and processing multifamily loan applications.

III. Obtain and review third-party reports, including environmental site assessments, property condition reports (Capital Needs Assessments) and appraisals, and conduct due diligence, including review of borrower financial statements as part of making mortgage credit determinations.

IV. Create pro forma financial models, including operating budgets (income and expenses), development budgets (sources and uses).

V. Assist Underwriters in preparing credit recommendations for review and approval by MassHousing’s Loan Committee and Board of Directors.

VI. Assist Underwriters throughout the rate-lock and loan closing process to ensure deliverables are provided to counsel and other deal participants in a timely manner.

VII. Prepare, analyze and reconcile data in preparation for annual and semi-annual reporting to external parties, including HUD, GSEs and other agencies.

Knowledge, Skills and Abilities Required

I. Exceptional critical thinking and problem-solving skills with a high-level of attention to detail.
II. Strong work ethic and the ability to work independently with minimal supervision, and as a member of a team.

III. Strong interpersonal and communication skills.

IV. Effective time management and project management skills.

V. Proficiency with Microsoft Office Suite; preference for candidates with demonstrated command of Excel for the creation of complex spreadsheet tracking tools.

VI. Ability to travel to properties throughout Massachusetts.

**Minimum Education and Training**

I. Bachelor's Degree required; preference for candidates with degrees in Finance, Real Estate Management, Business Administration, or related field.

II. Three to five years of substantive experience in finance or real estate, including asset management of multifamily properties.

III. Demonstrated history of academic success and professional development.

**ADA Compliance**

*MassHousing is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, MassHousing will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I. While performing the duties of this job, the employee is regularly required to stand; walk, and sit for extended periods of time.

II. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

III. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.