

Much of the financial assistance MOH provides to affordable housing developers and homeowners is in the form of loans. The Loan Management Unit within MOH is responsible for managing MOH's loan portfolio, including billing and disbursements, as well as processing new loans, loan modifications, subordinations, and discharges.

**Brief Job Description:**

Under the supervision of the Assistant Director for Loan Management, the Loan Monitor performs various functions related to the maintenance of the department's loan portfolio and performs special projects as directed. The Loan Monitor is a key member of MOH's Administration and Finance Division, ensuring that existing loans are in good standing and that new loans are set up in accordance with departmental policies and procedures. This position is an exciting opportunity for a finance or real estate professional with loan origination or servicing experience interested in helping make Boston the most livable city in the nation.

**Responsibilities:**

- Enters loan information into a Loan Management System for financial processing, loan servicing, and reporting purposes.
- Reviews and processes loan disbursement requests, subordinations, and discharges.
- Tracks the repayment status of loans.  
Confers with customers, lenders and attorneys by telephone, email or in person in order to provide information about loan status, subordination requests, payoffs and discharges.
- Performs other duties as required by the position.