



Title: Assistant Manager, Mortgage Insurance Fund  
Organization: MassHousing  
Location: One Beacon Street, Boston, MA 02108  
Website: <https://www.masshousing.com>

## **THE ORGANIZATION**

Since its inception in 1966, MassHousing has supported affordable home ownership and rental housing opportunities throughout Massachusetts. The Agency has provided more than \$27 billion for affordable housing in that time. Currently, MassHousing is seeking an experienced professional for the position of Assistant Manager, Mortgage Insurance Fund to continue the Agency's storied history of affordable housing funding.

### **Position Summary**

Under the direct supervision of the Manager of the Mortgage Insurance Fund (MIF), the Assistant Manager of MIF will support both external and internal customers. The Assistant Manager will be responsible for mortgage insurance servicing functions such as: general ledger reconciliations, risk analysis, reinsurance matters, claim reviews, and ad-hoc, daily, monthly, and quarterly reporting to GSEs and reinsurers. The Assistant Manager will work closely with management and MIF team members to ensure the systems and portfolio remain accurate and up-to-date and will also collaborate with internal departments to provide input and complete servicing activities and organizational initiatives. The Assistant Manager will work with outside actuaries on MI pricing maintenance, risk issues, and HFAMIERS reporting to the GSEs.

### **Specific Duties and Responsibilities**

The duties of the Assistant Manager of the MIF include the following specific duties and responsibilities:

- I. Collaborate with Financial Reporting department ensuring that all general ledger transactions regarding the MIF are reconciled.
- II. Work closely with reinsurance partners on reporting and contractual issues.
- III. Work closely with actuarial partners on risk analysis and reporting needs.
- IV. Ensure payments of all MIF obligations are handled promptly.
- V. Provide information to Accounting and MassHousing's audit firm to produce the annual MIF financial audit, and quarterly review.

- VI. Make recommendations upon fact-based analysis using internal and external data sources based on risk expectations and prior segment performance.
- VII. Partner with IT staff in working through system enhancements, issues, and resolution. Ensure systems logic aligns with operational processes. Recommend enhancements as needed.
- VIII. Work with HO S&T, design and develop reports necessary to support the monitoring and reporting on market segments and risk characteristics on the MIF insurance portfolio.
- IX. Identify and investigate impacts of market and loan risk factors, such as regional economic indicators, competitive intelligence and housing policy changes.
- X. Perform default servicing activities, develop and maintain documentation for default servicing processes.
- XI. Review for accuracy and coordinate processing of all claim requests.
- XII. Provide updates to MassHousing's Information Statement and other bond-related documents.
- XIII. Prepare monthly, quarterly, and annual servicing reconciliations and discuss trends with management. (There is an extra space here)
- XIV. Coordinate and prepare standard and ad hoc reporting using data analysis tools.
- XV. Perform other tasks and duties as assigned.

#### **Knowledge, Skills and Abilities Required**

- Exceptional critical thinking and problem-solving skills.
- Strong work ethic and the ability to work independently with minimal supervision, and as a member of a team.
- Strong interpersonal and communication skills.
- Effective time management and project management skills.
- Proficiency with Microsoft Office Suite and competence in a variety of technological platforms and processes. Highly proficient with Statistical Analyst Software and Excel.

#### **Minimum Education and Training**

- Bachelor's degree in accounting, finance, risk management, banking, economics or related field. A background in mortgage, insurance or financial services analytical support is preferable.
- Minimum of 5 years of increasing responsibilities in accounting/finance/risk management/mortgage-related business-
- Technologically savvy and able to demonstrate competence in a variety of data analytics and data analysis tools.

**Salary Range: \$114,710.00 - \$149,123.00**

All positions at MassHousing require a customer service mindset, in accordance with our values: Integrity, Excellence, Collaboration, Respect, Accountability and Service. Inherent in these values is our commitment to diversity, equity and inclusion for all.

This position has been designated as “Flex” under MassHousing’s AWS-hybrid work model which means > 50% or more of duties can be performed remotely; employee is in the office less than a majority of the week, 2 to 3 days a week.

As a condition of employment, successful applicants will be required to have received a COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

MassHousing offers competitive compensation as well as an attractive benefits package. Serious candidates should send a letter of interest and a resume to MassHousing by logging in to <https://prd01-hcm01.prd.mykronos.com/ta/6003873.careers?CareersSearch>

MassHousing is an Equal Opportunity Employer.