

**Title:** Purchasing Officer I

**Reports to:** Senior Purchasing Officer

**Division:** Homeownership

**Job Grade:** 5

**Location:** Harrisburg

The Pennsylvania Housing Finance Agency (PHFA) is growing! We have Full-Time position available for a Loss Mitigation Officer I in our Headquarters Office in Harrisburg PA. **PHFA has a Hybrid work environment which consists of a few days in the office and at home during this pandemic**

### **Job Purpose**

This position will serve as a purchase officer for the Purchasing Unit of the Homeownership Division. A Purchase Officer reviews the purchase files submitted by participating lenders to make a decision if the file meets our guidelines and program requirements.

### **Essential Functions**

- Review loan files submitted electronically from a network of participating lenders to determine if the loan can be purchased from the lender.
- Identify the items that are missing, incomplete or inaccurate by using our purchase checklist, the program guidelines and internal policies and procedures.
- Produce the following types of letters: Ineligible, Post Purchase and Conditional notices to identify the items that are outstanding. The lenders use this information to clear the conditions on the file. Additional follow up is required on loans until all the conditions are cleared.
- Learn and understand the requirements on setting up and maintaining warehouse lender information and when a Bailee Agreement is required.
- Work with other units or departments to resolve purchase edit issues.
- Review loan purchase mail submitted via the electronic document system and update and/or clear the file accordingly.
- Compile and process the daily edit for the Accounting and Loan Servicing Division when assigned. Review the information on the edit for accuracy.
- Process the weekly Trustee Report and all back up documentation when assigned. This includes a final review of the notes and assignments of mortgage on applicable program types.
- Understand the requirements of the documents for loans placed in GNMA and FNMA pools.
- Work with lenders to clarify issues and resolve outstanding problems. The forms of communication are email and calls.
- Communicate with the lender and other partners as needed on lender or loan level details.
- Communicate repetitive problem lender issues with Business Development.

## Job Requirements

**Education:** An Associate Degree in Business.

**Experience:** A minimum of 2 years' experience in a mortgage lending environment in a loan processing, closing, or post-closing capacity.

**Knowledge/ Skills:** Excellent oral and written communications skills.

- Excellent interpersonal skills with your co-workers and the ability to deliver outstanding customer service.
- Ability to meet tight deadlines and work under pressure in periods of heavy loan volume.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.