

Position Summary

The Senior Loan Administration Analyst is primarily responsible for working with Servicers and Seller Banks to onboard loan data into Farmer Mac's loan data systems. Moreover, the Senior Loan Administrator processes loan data to ensure accurate information flows into Farmer Mac's loan data systems. Incumbents in this position are challenged to develop and maintain effective working relations with both internal and external stakeholders in a way that demonstrates an understanding of loan accounting concepts, best practices for managing loan data, and a customer first focus. This position is also expected to continuously implement new workflows to improve data accuracy and data automation to meet the growing needs of internal and external stakeholders. Detailed information for the programs this position is tasked with supporting is available on Farmer Mac's website <https://www.farmermac.com/products-solutions/>.

The People You Will Work With

The position will report directly to the Manager of Loan Administration and liaison with members of the Information Technology, Operations, Accounting, Finance, Servicing, Credit, and Legal departments. In addition, the position will liaison with external stakeholders, including Servicers, Trustees, and Seller Banks.

Where and When You Will Work

The position will be based in Farmer Mac's Johnston, Iowa location. Core business hours are Monday through Friday 8:00 am to 5:00 p.m. Central. Work outside of these times may be required for planned and unplanned activities to complete time sensitive projects or to attend off-site meetings or events. Periodic travel is expected of this position to meet with internal and external stakeholders.

Primary Responsibilities and Duties

- Executes varied transactions/processes utilizing standard procedures. The position will have specific responsibility for processing and analyzing loan data for multiple portfolios. The position may have responsibility for large, complex, and sensitive assigned products or portfolios.
- Processes and/or reconciles varied and moderately complex transactions in accordance with established policies and procedures. Partners with internal and/or external business partners to route communications, documents, or other action items to complete transactions. Identifies and may resolve exceptions; escalates appropriately. May interact with customers and have assigned products or portfolios.
- Ensures the appropriate materials and documentation are available to complete transactions and support annual audits.
- Provides responses and documentation to inquiries and ad hoc requests. Completes research and provides feedback on workflow and work received.

- Reviews transactions and related documents and verifies work processes to ensure completeness, accuracy, and conformance to established service levels and applicable policies and procedures.
- Works closely with the Operations and Technology groups on change management initiatives for loan systems and the development of loan data warehouses. In addition, partners with Technology to administer Loan Administration systems.
- Supports various audit and regulatory engagements by meeting with auditors and generating supporting evidence as needed.
- Assesses and effectively manages all risks associated with loan administration business objectives and activities to ensure activities are in alignment with the company's and department's risk appetite and risk management framework.

Desired Skills and Qualifications

- Excellent oral and written communication skills to make effective presentations and interact successfully in a team setting as well as cross-team and cross-organization setting (involving external business partners and vendors)
- Advanced knowledge of mortgage products and associated features
- Advanced knowledge of mortgage-backed securities
- Advanced knowledge of loan accounting systems
- Advanced knowledge of loan reconciliation
- Advanced knowledge of data-querying methodologies
- Advanced knowledge of servicing actions and loan modifications
- Advanced skills using MS Office applications (MS Access, Word, Excel, PowerPoint)

Education and Experience

- Bachelor's degree in Accounting, Finance, or similar discipline
- At least seven (7) years of experience performing a Loan Administration function
- At least seven (7) years of experience with Loan Administration (Loan Accounting) systems
- At least seven (7) years of experience interacting with third-party service providers such as Servicers, Trustees, and other banking intermediaries
- At least five (5) years of experience supporting Financial Reporting or other loan administration data users
- Advance knowledge of Microsoft Access and Excel
- Working knowledge of SBO2000
- Working knowledge of SAS
- Working knowledge Business Intelligence tools such as MS Power BI
- Working knowledge of MERS

About Us

At Farmer Mac, everything we do is inspired by our mission, our promise, and our values. We are a diverse group of talented, engaged, and passionate individuals who are committed to bringing vitality to rural America through innovation, collaboration, and excellence. This team embodies these principles that have guided Farmer Mac since its inception and help us to serve as a champion for rural America. Candidates for this position must share the same appreciation for rural America and should want to devote a career to serving those who help set the global standard in agriculture and rural utilities while advancing the livelihood of rural communities.

Farmer Mac's Mission

Farmer Mac is committed to help build a strong and vital rural America by increasing the availability and affordability of credit for the benefit of American agriculture and rural communities.

Farmer Mac's Promise

To build a strong and vital rural America through innovation, collaboration, and excellence.

Farmer Mac's Core Values

Stewardship

Unparalleled Service

Innovative Thinking

Collegial Collaboration

Unrelenting Excellence

Absolute Integrity

Passion for Rural America

One Farmer Mac

Farmer Mac is an equal opportunity employer.

NO EMPLOYEE OR JOB APPLICANT WILL BE DENIED OPPORTUNITIES OR BENEFITS AT FARMER MAC BASED ON RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, VETERAN STATUS, CITIZENSHIP STATUS, GENETIC INFORMATION, OR ANY OTHER BASIS PROHIBITED BY APPLICABLE LAW.