

**City of Auburn**

**Economic and Community Development Department**

**Administrative Assistant/CDBG Accounting Compliance and Underwriter**

The Economic and Community Development Department is seeking to fill an Administrative Assistant/CDBG Accounting Compliance and Underwriter position. This is a combination of administrative support and professional functions relative to the management of federal grants and other programs. Duties include marketing resources to meet housing and community needs, determining income eligibility for program participation, preparation of financial information for Program Loan Committee, conducting title and deed research, preparation of loan closing documents, performing environmental reviews for projects, ensuring compliance of federal and state grants, conducting housing inspections, maintaining file documentation and file closeouts, creates and maintains client accounts for loans and grants disbursement and loan repayments, and other special assignments and duties as required.

The successful candidate must be well organized, have good written and verbal communication skills, excellent computer and customer service skills. The successful candidate must thrive in a busy office environment, be able to manage multiple priorities and deadlines, and be available to work outside of normal business hours to attend meetings and meet deadlines for projects. Bachelor's degree in business, accounting or related field preferred, plus five years of experience in grants management, underwriting or lending industry and knowledge of accounting. Must possess State of Maine Driver's license and a good driving record.

Salary is dependent upon experience and qualifications, and includes a competitive fringe benefits package. Send cover-letter, resume, and at least three work/business related references to: Christine Mumau, Human Resources Specialist, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext 1414. E-mail address is [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov)

Review of the resumes will commence immediately and the City will accept resumes until the position is filled.

**The City of Auburn is an Equal Opportunity Employer**