

**City of Auburn**  
**Business & Community Development Department**  
**Community Development Finance Manager**



The Business & Community Development Department is seeking to hire a Community Development Finance Manager. The qualified candidate will be responsible for managing the loan servicing software, reconciliation of financial reports with the city accounting system, managing the data within in the Federal information and reporting systems. This candidate will be responsible for all sub-recipient monitoring and reporting; be responsible to review and determine program eligibility for all clients and administer the bidding process and disbursement of funds in coordination with the Housing Project Coordinator. This position has a high-level of responsibility. The Community Development Finance Manager must work independently and be detail oriented and sensitive to deadlines required by the grantor agencies.

Other duties will include: Creating and maintaining client accounts, recording loan payments and disbursements, running pay-off calculations, providing Program Manager and Department Director with payment status reports, performing cash up, reviewing applications and intake forms to determine program eligibility, preparing financial analysis of program applicants and projects to verify eligibility, administering contractor bids in compliance with City Policy, overseeing payments to contractors and sub-recipients, performing all accounting functions to ensure proper billing and payments are recorded in the cities accounting program, maintaining file documentation and performing file closeout, providing a safe working environment for staff and citizens, preparing loan closing documents and attending loan closings, performing mortgage recordings and discharges, conduct credit pulls, and title/deed research, assisting with research for federal studies and reports and perform special assignments and other duties as required.

The successful candidate must be well-organized, have good communication skills, both orally and in writing, analytical skills, high ethical standards, good judgment, good attendance record, maintains confidentiality, produces accurate work and completes work processes in a timely manner, and occasionally, be willing to work outside of normal business hours to attend meetings and meet deadlines for projects. Proficiency with financial software, preferably MUNIS and loan servicing programs such as TMO a plus. Bachelor's Degree in business, finance or a related field and five years' experience in Finance and the lending industry preferred, or a combination of both. Must possess State of Maine Driver's license and a good driving record.

Salary is dependent upon experience and qualifications and offers a competitive fringe benefit package. Send cover-letter, resume, and at least three work / business related references to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel: (207) 333-6601 ext. 1416. Email: [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