

MORTGAGE ACCOUNTING MANAGER

APPLICATION DEADLINE IS FRIDAY, MAY 9, 2025 AT 11:59PM

Division: Accounting
Reports to: Assistant Controller
Location: Nashville, TN
Full-time/Part-time: Full time
Salary Grade: N
Monthly Salary Range Minimum: \$5,591
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Manages accounting tasks and personnel related to the recording of debt instruments (mortgage revenue bonds), mortgages and mortgage servicing, including review and approval of work performed by others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include the following. Other duties may be assigned.

- Directly supervises staff; interviews, makes hiring recommendations, and trains employees; makes assignments and monitors work; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Reviews and approves journal entries and reconciliations based on legal documents pertaining to bond resolutions/indentures, mortgage loans and mortgage servicing.
- Analyzes new bond issuance documents to understand structure requirements and configure the ERP accounts and related mortgage accounting systems details.
- Supports complex problem solving with staff.
- Manage the close cycle by verifying the accounting journals and reconciliations completeness prior to creating consolidation entries to the consolidating company.
- Lead for accounting in audits from GNMA, Freddie and State of TN related to mortgage servicing and mortgage loans.
- Compile and analyze data to facilitate discussions and update notes to Financial Statements.
- Completes accounting technology research associated with the accounting and proprietary line-of-business applications systems used by the accounting division.
- Assists in review of major accounting system processes; identifies internal control deficiencies; offers recommendations for process improvements that consider both internal controls as well as process flow efficiencies.
- Prepare special reports for the Controller or the State of TN.
- Completes special projects as needed.
- Assistant in compiling data for new bond issues relating to the Official Statement.
- Collaborates with cross-functional teams, including capital markets, loan production and servicing divisions.
- Periodically reviews processes for compliance with various State and Federal regulations or guidelines such as fund accounting as mandated by bond indentures or State law, changes in mortgage loan or servicing requirements, etc., with the objective of maintaining compliance with such requirements.

- Prepares or reviews a variety of professional accounting and other reports such as may relate to financial statements, quarterly and other reports; prepares supporting schedules and documentation for periodic reports.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in accounting or Certified Public Accountant (CPA) license in good standing.
- Two years of management experience.
- Three years of experience in responsible professional accounting work.
- Experience in mortgage revenue bonds, debt investments, and/or mortgage servicing is preferred.
- Governmental accounting experience preferred but not required.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Ability to effectively manage staff.
- Ability to perform professional accounting work of considerable difficulty.
- Ability to apply accounting theory and technique to the solution of varied and complex fiscal problems and to devise workable solutions.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; knowledge and skill in use of professional accounting software; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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