

1. Position No. Various Positions	2. Descriptive Working Title Mortgage Administrator		3. Present Classification Clerk V
4. Department Lending Services	5. Branch/section Corporate Services	6. Work Location Telework Eligible	Date Revised May 2018; Aug 2021
7. Position No. of Supervisor 81473, 32191	8. Descriptive Work Title of Supervisor Senior Mortgage Administrator		9. Classification of Supervisor AO 3
10. Job Summary:			

Reporting to the Senior Mortgage Administrator, the Mortgage Administrator is responsible for the portfolio of the Canada Mortgage and Housing Corporation (CMHC) devolved projects, including the non-profit projects and projects under the Rural Native Homeownership (RNH) program. He/she/they delivers mortgage administration functions, including obtaining property tax payment and operating insurance confirmation from the non-profit societies; coordinating with the societies, CMHC, All Nations Trust Company (ANTCO), Aboriginal Housing Management Association (AHMA) on mortgage renewals, maturity, early prepayment and discharges; processing property tax payment; reconciliation of Schedule K payments and receipts; preparing mortgage security packages, providing mortgage and trust confirmation for auditing purposes; and communicating and exchanging information with internal departments and external stakeholders. The incumbents also provide administrative and financial assistance for the department on an as required basis.

11. Duties:

**MAJOR RESPONSIBILITIES**

**1. Mortgage administration activities for social housing projects:**

- Administers the CMHC devolved mortgage portfolio for the non-profit societies consisting of approximately 1,010 accounts amounting to \$832 million and monthly payment of over \$8 million to CMHC. The mortgage administration functions include:
  - obtaining confirmation of property tax payment and operating insurance;
  - extending Personal Property Registry (PPR);
  - setting up pre-authorized payment;
  - monitoring receipts of mortgage payments from societies;
  - processing mortgage discharges;
  - updating and maintaining Central Property System (CPS) and CMHC's General Subledger (GSL), etc.
- Performs mortgage and trust account confirmation for auditing purposes:
  - responding to request for CMHC mortgage statements by societies and auditors;
  - reviewing mortgage terms and conditions to prepare accurate forgivable loan outstanding confirmation and loan forgiveness schedule;
  - providing on demand project's trust report to societies and auditors;

- reviewing quarterly project trust account report to ensure accurate final balance.
- Facilitates renewal of the Direct Lending mortgages with CMHC by carrying out the following:
  - requesting and reviewing title, company and BC Assessment searches;
  - obtaining input from Operations on mortgage term and any issues for renewing the Provincial Rental Housing Corporation (PRHC) Group Home mortgages;
  - confirming property tax payment and insurance and extending the PPR if necessary;
  - ensuring all information and security documentation are accurate and complete;
  - recommending to apply trust account balance towards principal reduction and arranging paydown funds be remitted to CMHC;
  - generating spreadsheets and compile additional information;
  - preparing and sending out pre-renewal package for societies to complete and return; or if the mortgagor is an aboriginal group, sending ANTCO information and searches for preparing pre-renewal packages;
  - confirming with CMHC on the list of mortgages to be renewed, the outstanding balance at renewal, and the terms available;
  - requesting CMHC's approval if circumstances require special mortgage term;
  - Upon CMHC's confirmation of mortgage terms and interest rates, preparing loan details letters and amortization schedules to societies and ANTCO if applicable;
  - preparing modification agreement and coordinating execution by the societies and BC Housing;
  - communicating with internal departments on trust funds pay down and new loan details.
  - updating CPS and GSL with the new loan details and related documents.
- Processes payment of property taxes where CMHC holds a monthly tax account and recommends the property tax installment amounts for the following year.
- Prepares monthly journal entries for property tax installments and interest earned in the property tax account.
- Reconciles monthly Schedule K mortgage payments to CMHC against receipts of mortgage payments from the societies and follows up on any arrears.
- Facilitates mortgage renewals with financial institutions, if necessary.
- Administers the CMHC devolved RNH accounts, including Section 79 where repayable provincial subsidy could be recovered if the RNH homeowners convey ownership of their properties. The mortgage administration functions include providing mortgage and repayable subsidy confirmation to RNH homeowners or their agents, preparing correspondence to RNH homeowners and AHMA, releasing mortgages and legal notations, exchanging information with AHMA and BC Housing's internal departments, etc.
- Facilitates renewal of the RNH mortgages by preparing and sending renewal notices to AHMA which will coordinate the signing of the notice by the RNH homeowner and returning the notice with the monthly payment amount as determined by income review conducted by AHMA, and updating CPS and GSL accordingly.

- Prepares repayable and forgivable mortgage packages under various affordable housing funding programs and the Housing Hub:
  - detail reviewing of EXCOM to verify pertinent information provided by stakeholders in the Mortgage Checklist;
  - liaising with Development Managers and Project Technologists to follow up on outstanding information in the Mortgage Checklist;
  - revising loan commitment letter upon final review by Development Managers, Project Technologist and Construction Lending Manager;
  - preparing final Mortgage Package and coordinating execution of loan commitment letter;
  - preparing mortgage modification package to document changes to mortgage terms including loan amount, maturity date and amortization period;
  - liaising with Construction Lending Managers, Development Managers and BC Housing legal counsels at different stages of mortgage preparation prior to registration;
  - updating various mortgage and IAD trackers, JDE1 and CPS to record loan information and monitor status of mortgage preparation and registration.
- Facilitates the preparation of mortgage tender packages on IAD (Interest Adjustment Date) for new mortgages and renewal of existing mortgages with lending institutions:
  - tracking monthly takeout forecast and confirming IAD projects with Development Managers and Project Technologists;
  - checking any outstanding items (i.e, survey, unconditional occupancy permit, environmental site assessment, etc) with Development Managers and Project Technologists prior to IAD;
  - assembling security documents for each project such as searches, mortgage documents, covenants, lease, security agreements, resolutions, CMHC loan insurance, survey certificate, etc for the takeout lender;
  - coordinating tender bid with the various takeout lenders and advise the successful takeout lender upon completion of the selection bid process;
  - liaising with the successful takeout lender and their counsel to complete the assignment of takeout mortgages.

**2. Ensures effective communication and that timely deadline schedules are adhered to by:**

- liaising and exchanging information with internal and external stakeholders for documentation processing; and
- fostering strong, co-operative working relationships with non-profit societies, CMHC, ministries and other BC Housing's internal departments.

**3. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.**

## STAFFING CRITERIA

BCGEU - ALL SERIES

1. Position No.  Various Positions	2. Descriptive Working Title  Mortgage Administrator	3. Present Classification  Clerk V
4. Education, Training and Experience		

Diploma in finance, legal or business administration or other relevant field.  
 Considerable experience in a lending environment.  
 or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge, Skills and Abilities
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Sound knowledge of mortgage administration procedures and processes
  - Sound knowledge of lending documents
  - Ability to exercise attention to detail and proficiency with figures
  - Ability to handle large volumes of work with the requirement to meet multiple tight deadlines
  - Ability to work independently with minimal supervision
  - Ability to work under pressure and to plan ahead for critical dates
  - Ability to enter data accurately
  - Strong analytical, investigative and problem solving skills
  - Strong project administration/tracking skills
  - Strong verbal communication and writing skills
  - Excellent interpersonal and customer service skills
  - Excellent time management skills
  - Proficient in the use of computer applications including Microsoft Word, Excel and BC OnLine

6. Occupational Certification:
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