

Job Description – Asset Administrator

- Prepare Finance Committee Agenda as needed.
- Cash Flow Management & Analysis to include:
 - Manage liquidity with correspondent banks to ensure maximum return on money market funds.
 - Review correspondent bank depositories' annual statement for safety and soundness.
 - Provide cash flow analysis at least as frequently as Finance Committee Agendas, or as requested.
- Review and endorse invoices for payment.
- Bond Portfolio Administration to include:
 - Liaise with bond broker to identify bonds for purchase.
 - Initiate funding of bond.
 - Book bond onto WSA's system.
 - Enter bond payments when received.
 - Prepare financial statement filings related to WSA's bond portfolio.
- Mortgage Portfolio Administration to include:
 - Origination.
 - Application process through closing.
 - Book onto WSA's system.
 - Ensure files contain all pre- and post-closing documents.
 - Assist in the coordination of the safekeeping of loan documents at an offsite safe deposit box.
 - Review loan billings for accuracy.
 - Ensure property insurance is maintained as required.
 - Review escrow analysis for accuracy.
 - Review 1098's for accuracy.
 - Collections, including coordination of services (i.e. maintenance, security, utilities) for a property in the process of foreclosure.
- BSA / AML Compliance - Review WSA's certificate and mortgage loan activity to ensure compliance with BSA / AML laws.
- Real Estate Portfolio Administration to include:
 - Assist in the identification of suitable real estate investments in conjunction with CEO.
 - Review real estate contract language for buy/sell transactions as well as leases in conjunction with CEO and legal counsel.
 - Coordinate services (i.e. maintenance, security, utilities) for vacant WSA-owned property.