

## **G.S Wilcox & Co. Overview**

Founded in 1994 by Gretchen Wilcox, G.S. Wilcox & Co. is a leader in the commercial real estate investment banking industry. The firm provides debt and equity solutions to developers, real estate private equity firms, institutional investors, and other owners of commercial real estate. Representing 18 life insurance companies on a correspondent basis, the firm currently has a servicing portfolio of over \$1.3 billion. G.S. Wilcox & Co's mission is to add value to our clients by providing exceptional customer service, financing terms, and support.

The firm is seeking a Servicing Associate to assist with the daily operations of the loan servicing department. The Servicing Associate will report directly to the CFO.

## **Servicing Associate Responsibilities**

### **Operational Support**

- Verify and approve daily banking and Audit Report review, perform month end closing procedures, assist with annual escrow analysis and perform periodic internal reviews of loan servicing functions.
- Verify inspections and ensure financial statement analyses are submitted timely in accordance with respective lender guidelines and assure financial information is entered accurately to the loan servicing system.
- Create dynamic reports to more effectively and efficiently perform loan servicing functions and identify new loan origination opportunities.
- Review or prepare procedures for each loan servicing task to assure the most efficient and effective process.

### **Loan Event Management**

- Review loan documents and prepare summary of borrower requests for assumptions, lease analysis, condemnations, transfers, and other items requiring lender approval.
- Oversee daily and monthly bank account reconciliations.
- Manage new loan boarding and verification across the portfolio.
- Cross-train on loan servicing functions and the in-place servicing system

### **Compliance Enforcement**

- Verify monthly, quarterly, and annual lender certifications regarding insurance, taxes, payments, and UCC filings to ensure accurate and timely submission to lenders.
- Maintain and test disaster recovery, cyber security, and document protection plans.
- Assist with the annual USAP loan servicing audit.

### **Successful candidates should have the following qualifications:**

- 2+ years of Commercial Mortgage Loan Servicing experience
- Bachelor's Degree in Finance or Accounting preferred, but not required
- Excellent communication/organizational skills, a detail-oriented mentality, and strong time management skills.
- Possess a strong working knowledge of Microsoft Office Suite and loan servicing software.