

U.S. Department of Housing and Urban Development (HUD), Office of Recapitalization

- **Job Title: Closing Post-Closing Specialist, GS-13**
- **USAJOBS Link:** <https://www.usajobs.gov/job/730478500>
- **Job Location(s):** Washington, DC
- **Salary Range:** \$112,015 - \$145,617 per year
- **Contact:** hudinquiries@fiscal.treasury.gov or 304-480-7300
- **Closing Date to Apply:** 06-22-2023.

Job Description Summary:

The Office of Multifamily Housing is responsible for the overall management, development, direction, and administration of HUD's Multifamily Housing Programs. HUD's Multifamily programs provide mortgage insurance to HUD-approved lenders to facilitate the construction, substantial rehabilitation, purchase and refinancing of multifamily housing projects. MFH is widely responsible for [production](#), [asset management and portfolio oversight](#), and [recapitalization](#) of assisted properties, and field operations. As part of the National Housing Act of 1934, Congress created the Federal Housing Administration (FHA) which later became a part of the Department of Housing and Urban Development's (HUD) Office of Housing in 1965.

The Office of Recapitalization ("Recap") supports the preservation and recapitalization of federally assisted housing and rental assistance for current and future generations. Recap structures, reviews, and implements transactions to ensure long-term physical and financial viability, often through public-private partnerships and the use of tax-incentivized financing. Recap also implements other affordable housing initiatives which leverage this transactional expertise. Programs currently or recently implemented by Recap include the Rental Assistance Demonstration ([RAD](#)), Mark-to-Market ([M2M](#)), [Section 236 Preservation](#), [Pre-1974 Section 202 Direct Loan Preservation](#) (including SPRAC), Section 202 Capital Advance NOFAs, Tenant and Community Engagement Initiatives, and the Green Retrofit Program.

Position Summary:

HUD's Office of Recapitalization is seeking a **Closing Post-Closing Specialist (aka "Closing Coordinator") (GS-13)** to be based in our Closing and Post-Closing Division located in Washington, DC. This role will include support for the Department's overall goals and will focus specifically on the closing of affordable housing transactions under the Rental Assistance Demonstration (RAD) program, a high-profile initiative to significantly improve and preserve public housing and HUD Multifamily assets across the country. This position serves as the primary point of contact for all internal and external parties throughout the closing process; analyzes and evaluates closing documents to ensure completeness, accuracy, and compliance with HUD's policies and procedures; and works closely with all parties to resolve issues or hurdles to ensure a successful closing. Applicants who are detail-oriented, skilled at facilitating communication between multiple parties, and have an interest in affordable housing, especially those with prior real estate closing or post-closing experience, are encouraged to apply.

Job Duties:

As a CLOSING POST-CLOSING SPECIALIST, you will:

- Analyze and evaluate both general and specific closing and post-closing laws, regulations, and policies in order to participate in development of closing policy for preservation programs and activities assigned to or undertaken by the Office of Recapitalization.
- Initiate closing process by preparing Closing Agendas and Title Instructions for recapitalization transactions, based on detailed review and analysis of approval letters and commitments, and knowledge of real estate settlement practices.
- Perform quality control for closing dockets to ensure the docket contains accurate, complete, and consistent documentation of the closed transaction.