POSITION DESCRIPTION

AGENCY/DEPT ID HFA 300000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Single-Family Housing	Loan Administration	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)
This row is for Program Administrators & Project Managers ONLY	Identify Program or Project	Estimated Duration of Project

POSITION NUMBER 20080086

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Bond Accountant 1	20067319 Loan Administration Section Chief (Admin Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Bond Accountant 1

JOB CODE 66241

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Under general supervision of Housing Preservation Section Chief (supervisor), assists in maintaining single family second mortgage loan administration transactions and accounting entries for the Ohio Housing Finance Agency (OHFA): assists in analyzing and reconciling mortgage loan documentation by reviewing servicer reports, researching discrepancies in transactions, verifying balances and interest receivable, making corrections, and amortizing current and past months mortgage payments; assists in calculating accrued interest resolves over/short payments; reviews loss mitigation requests (e.g., short sale, deed in lieu, modification, assumptions), provides recommendation of agency response, and processes in accordance with agency and department guidelines and federal and state laws; confirms lien releases are matured or paid in full and processes if appropriate; assists in maintaining automated accounting systems and in preparing computer reports and statements of mortgage data (e.g., monthly principle, payments, purchases, bankruptcy and foreclosure entries, subordinations); processes Federal Tax Recapture Reimbursement requests and generates check requests for Office of Finance completion; responds to questions or contacts appropriate mortgage servicers and representatives involved in mortgage loans and analysis via approved agency software (e.g., Outlook, Teams, Voiceover internet protocol [VOIP phones]); receives ongoing training related to single family mortgage loan administration.	**Knowledge of**: (4) Accounting, (11a) Public Relations, (11b) Human Relations, (13a) Office Practices & Procedures (e.g., Loan Administration), (13b) Agency Policies & Procedures (e.g., OHFA bond accounting)*; (14) Government Structure & Process (e.g., Internal Revenue Service [IRS], Ohio bankruptcy), (17) Business (e.g., finance, public administration); **Skill in**: (25b) Word Processing (e.g., Microsoft Office Suite, Docuware*, AOD*), (29) Equipment Operation (e.g., computer & other standard office equipment, calculator*, VOIP phone*); **Ability to**: (30f) deal with problems involving several variables in familiar context, (30g) understand system of mechanical or other procedures (e.g., amortizations*, subordinations, review financial documents for accuracy & completeness, prepare financial reports & computer spreadsheets to resolve discrepancies), (30l) define problems, collect data, establish facts & draw valid conclusions, (31e) calculate fractions, decimals & percentages, (32k) complete routine forms, (32l) maintain accurate records, (32o) originate routine business letters reflecting standard procedures, (32r) prepare meaningful, concise & accurate reports, (33e) gather, collate & classify information about data, people or things, (34c) cooperate with co-workers on group projects, (34f) handle sensitive inquiries from & contacts with officials & general public.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/jcg	3/23/2026

POSITION DESCRIPTION

AGENCY/DEPT ID HFA 300000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Single-Family Housing	Loan Administration	Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)
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POSITION NUMBER 20080086

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Bond Accountant 1	20067319 Loan Administration Section Chief (Admin Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Bond Accountant 1

JOB CODE 66241

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Performs routine and assigned administrative tasks for Housing Preservation section and OHFA: receives and logs general agency phone calls and faxes and responds or refers calls or faxes as appropriate; answers questions and fulfills routine requests specifically related to loan administration work (e.g., payoff requests, balances due, collections under Ohio Attorney General [AG] purview); provides copies of notes and mortgages as requested and allowed; creates assignments as requested by Residential Lending section; attends meetings to review or participate in discussion of mortgage loan administration; completes routine tasks to facilitate next steps in the OHFA's mortgage loan administration process (e.g., notarizes documents, sends necessary documents to applicable departments); tracks all completed items in assignment tracking tool; uploads file documents to agency approved document storage system; folds, stuffs, and mails recapture letters. **Customer Service Standards:** Adheres to Customer Service Standards set forth in the OHFA Team Handbook when interacting with those who use our services and programs and our co-workers. Makes internal and external customers and their needs a primary focus of actions. Develops and sustains productive customer relationships. Adheres to OHFA's Strategic Plan when working with staff, leadership, external organizations & the public of diverse, socioeconomic, cultural, race & ethnic backgrounds.	**Knowledge of:** 4, 11a, 11b, 13a*, 13b*, 14, 17; **Skill in:** 25b, 29; **Ability to:** 30f, 30l, 31e, 32k, 32l, 32o, 33e, 34c, 34f. *Developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/jcg	3/23/2026