

Job Description	
Position Title	Transaction and Compliance Manager
Reports To	Director and Head of Operations, Compliance and Transaction Management
FLSA Status	Exempt
Version Date	July 2023
Introductory Period	6 months
Position Information	
Assignment Category	Regular, Full time
Location	Providence, RI
Job Description Summary	
<p>The Transaction and Compliance Manager’s primary responsibilities will be onboarding and tracking compliance and covenant items and coordinating with the Business Development Team in internal transaction management.</p> <p>The role will act as a gate keeper for certain compliance and reporting requirements. The individual will work closely with management and staff to execute various initiatives and projects related to compliance matters and loan and grant closings.</p>	
Key Functions and Requirements	
<p>Compliance -Loan and Grant</p> <ul style="list-style-type: none"> • Utilizing EnABLE, the Bank’s loan management software, onboard and track compliance, and covenant items. Tracking includes items such as: annual financial statements, performance reports, annual budget, annual officer’s certificates, copies of reports provided to EPA or our regulatory partners, and compliance with tax status. • Coordinate future loan and grant agreements to confirm applicability of the above items. • Track all compliance and covenant items received in EnABLE and follow-up with borrowers to obtain incomplete and/or missing items. • For all loans supported by a revenue pledge, annually confirm borrower compliance with debt service coverage ratio covenant by receiving a copy of the annual Officer’s Certificate. Report findings and “red flag” noncompliance. • Compile and coordinate client financial data into financial metric database. • Maintain a performance dashboard to highlight the trends. • Oversee the preparation and delivery of single audit letters for borrowers and ensure that the Bank receives required audits. Review audits to ensure they accurately reflect the Bank’s records and if they contain any findings. <p>Regulatory Compliance</p> <ul style="list-style-type: none"> • Track program condition and reporting requirements including Intended Use Plan (IUP), Federal Funding and Accountability Transparency Act (FFATA), Disadvantage Business Enterprise (DBE), and EPA’s Annual Report and the National Information Management System (NIMS) report – via the EPA SRF Database. • Report on program files, financial records, the capitalization grant application, set-aside work plans, capitalization grant award conditions, and the annual report. • Track revisions to guidance documents, forms, and publications for the SRF programs. 	

Transaction Management

- Prepare credit reviews ahead of management and board review.
- Coordinate with Business Development on all aspects of new loan/grant documentation including commitment letters and loan/grant agreements.
- Prepare and review commitment letters, grant agreements, loan agreements and applications for accuracy and consistency with board approval. Affirm that such documents also adhere to applicable regulations and follow Bank policies and Federal and state laws.
- Prepare loan and grant closing checklist and track from board approval to loan/grant close.
- Correspond with borrowers, the borrowers' counsel and financial advisors, as well as the Bank's general counsel and financial advisor to facilitate the closing process and track critical dates.
- Determine the source of problems and work to resolve them with other team members appropriately and expeditiously. Notify management team of any concerns or delays to loan closing.
- Manage a loan/grant onboarding document for Loan Operations to onboard the loan or grant in EnABLE. Perform a quality control review after the loan is onboarded.
- Prepare all requisition paperwork for loans and grants and send out communication to clients.
- Maintain current knowledge of all applicable Federal and state laws and regulations, along with the Bank's policies and procedures.

Miscellaneous

- Attend regional, state, and national conferences to build relationships and create professional growth.
- Complete special assignments and projects as requested.
- Support policy, program, and system enhancements by participating in project team meetings and discussions.
- Perform all other related duties as requested.

Qualifications and Experience Profile

- Bachelor's degree in finance, economics, business administration, or other equivalent experience.
- Paralegal or equivalent experience preferably in a mortgage company, bank or law firm. Knowledge of legal terminology, research, and documentation experience as it applies to lending.
- 3-5 years of experience in work related to compliance, auditing, or quality assurance in the lending and/or loan servicing industry and proficiency with loan management software.

Desired Skills

- Strong project management skills including communication, scheduling, risk management, critical thinking, and task management.
- Attention to detail and strong organizational skills.
- Ability to prioritize activities to meet deadlines.
- Great interpersonal skills and strong oral and written communication skills.
- Strong desktop computing skills including the full suite of Microsoft Office programs.
- Exceptional work ethic, ability to perform under pressure and meet deadlines, and demonstrates enthusiasm towards colleagues and clients.

Employment Details

- Competitive compensation package commensurate with experience and skills ranging between \$70,000 - \$90,000
- The position has the potential to operate in a hybrid work model. Candidates selected for any position must be able to come into the office on remote days when required.



The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Rhode Island Infrastructure Bank is an equal opportunity employer. It is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. The Company will conform to the spirit as well as the letter of all applicable laws and regulations. The Company will take action to employ, advance in employment and treat qualified Vietnam era veterans and disabled veterans without discrimination in all employment practices.