

Twin Brook Capital Partners

Loan Administrator Position

Responsibilities:

- Lead role in processing/creating wires for settlement with outside funding sources.
- Monitor multiple bank accounts, assisting with identification of cash.
- Enter trades into WSO and Charles River systems.
- Set up Agency deals in WSO Agent and assist with setup in WSO-Web.
- Review transactions and related documents to ensure completeness and accuracy within the loan systems.
- Develop a professional working relationship with clients both external and internal.
- Create timely invoices for clients at month-end and ensure all loans are rolled and correct rates are set for the next accrual period.
- Creating deliverables in WSO for client requirements (i.e. annual agents' fees).
- Resolve position and cash breaks with parent company and counterparties.
- Active participation in team meetings and initiatives.
- Prepare monthly cash reconciliation spreadsheet and month-end/quarter-end wire tracking.

Requirements:

- BS/BA in Finance, Business Administration or a related field.
- Undergraduate degree, with strong academic record.
- Two years of experience in a banking/financial environment.
- Proficiency with Microsoft Office Suite and other MS-Based applications with particular reference to MS Excel and MS Word.
- Wall Street Office or Geneva knowledge a plus.
- Must be self-motivated, self-directed and proactive.
- Strong attention to detail, excellent communication skills, and strong organizational skills.
- Must work well under pressure.
- Strong sense of professionalism and strong work ethic.
- Ability to prioritize workload and recognize importance of demands given by team.

To Apply: Interested, qualified candidates please submit your resume and cover letter to: recruiting@twincp.com. Kindly specify which position you are applying for in the subject line.