

Twin Brook Capital Partners

Senior Loan Administrator

Responsibilities:

- Lead role in processing/creating wires for settlement with outside funding sources
- Monitor multiple bank accounts, assisting with identification and reconciliation of cash
- Enter trades into Wall Street Office (“WSO”) and Charles River systems
- Set up Agency deals in WSO Agent and assist with other loan operations interfaces with IHS Market services
- Review transaction documentation 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
- Create deliverables in WSO for client requirements (e.g. annual agents’ fees, etc.)
- 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
- 3-4 years of experience, preferably in a banking/financial services environment
- Wall Street Office experience preferred
- Advent Geneva knowledge a plus
- Proficiency with Microsoft Office Suite and other MS-Based applications (with particular reference to MS Excel and MS Word)
- Must be self-motivated, self-directed and proactive
- Strict attention to detail, excellent communication skills, and strong organizational skills
- Must work well under pressure
- Must demonstrate professionalism and a strong work ethic
- Ability to prioritize workload and meet target deadlines

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.