



## **Positions: Transaction Specialist**

Location: Baltimore, Maryland

Murphy Consulting LLC partners with owners and developers of multifamily apartment communities, skilled nursing facilities and senior living residences nationwide to help them meet their HUD transaction needs and regulatory obligations. We also partner with management companies and facility operators at those communities on both initial HUD approval and ongoing HUD regulatory obligations.

**Transaction Specialists** will assist clients with certain HUD approvals under the FHA loan program, as well as more complex deals involving Assignments of HAP Contracts, Transfers of Physical Assets (TPA), Changes of Facility Operator (CHOP), RAD Conversions, RFP's and more.

Daily tasks include:

- Analyzing transaction elements and identifying HUD approval requirements.
- Determining regulatory reporting requirements under various HUD programs.
- Examining HUD Flags and other critical findings that may negatively impact approvals.
- Reviewing organizational documents and ownership structures.
- Gathering data and tracking due diligence items.
- Creating reports in the HUD system.
- Managing timelines needs of each transaction.
- Submitting applications to HUD and tracking approvals.

Some level of prior experience with HUD regulatory matters is required to be hired at the level of a Transaction Specialist. Specific targeted training on related regulatory matters is provided to all new employees under a mentoring program, with training presented in a measured approach.

Successful candidates will possess the following qualities:

- Effectively manages competing priorities in a transaction-based environment.
- Proven ability to interact well with attorneys, lenders, corporate owners and senior level executives.
- Learns new information quickly and effectively applies to client transactions.
- Has a strong attention to detail.
- Communicates professionally and clearly via email and phone.

Minimum Requirements:

- Bachelor's Degree
- Some level of experience with HUD programs and/or regulations
- Strong proficiency with MS Outlook and Excel
- Experience with MS PowerPoint
- Experience with WASS, REAC or APPS is a plus

Murphy Consulting LLC is an industry leader with a strong reputation for knowledgeable associates, quality work and timely deliverables. We provide opportunities for professional development and promotion within the company. To learn more about us, visit our website at [www.MurphyConsultingSvs.com](http://www.MurphyConsultingSvs.com)

Salary commensurate with experience. Interested candidates should send resume with salary requirements to [Denise@MurphyConsultingSvs.com](mailto:Denise@MurphyConsultingSvs.com)