



Position: Transaction Specialist

Location: Baltimore, Maryland

Position Type: Full Time

Work Hours: 40 hours per week (Monday - Friday, 9:00am – 5:00pm)

Pay Range: commiserate with experience

Murphy Consulting LLC is an industry leader with a strong reputation for knowledgeable associates, quality work and timely deliverables. We partner with developers, owners and management companies in the multi-family and healthcare industries who are seeking approval from the US Department of Housing and Urban Development (HUD). By taking over specialized reporting functions for our clients, we free up their key staff to focus on other important transaction needs.

A Transaction Specialist will assist clients with HUD 2530 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. A Transaction Specialist will become a 2530 regulatory expert with broad knowledge of HUD programs and risk assessment criteria. (training provided)

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.

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.
- Managing a rotating client load of approximately 30 active files.

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

We provide opportunities for professional development and promotion within the company. To learn more about us, visit our website at www.MurphyConsultingSvs.com

Interested candidates should send resume with salary requirements to Denise@MurphyConsultingSvs.com