



**FLORIDA DEVELOPMENT FINANCE
CORPORATION**

COMPANY DESCRIPTION:

The Florida Development Finance Corporation (“FDFC”) is a special development financing authority created by State Legislation under Chapter 288, Part X of the Florida Statutes and formed as a 501(c)4 not-for-profit corporation. Although not a State Agency, the FDFC is a state-wide conduit issuer that provides access to capital for project finance. The primary tools for economic development used by the FDFC are through i) traditional issuance of tax-exempt & taxable bonds for qualified projects and borrowers, and ii) its Property Assessed Clean Energy (“PACE”) Program that finances qualified property improvements related to energy efficiency, energy conservation and wind resistance. Go to www.fdfcbonds.com for further information.

JOB DESCRIPTION:

Job Title:	Analyst, PACE Program
Department:	PACE Department
Reports To:	PACE Program Supervisor
FLSA Status:	Exempt
Pay Band:	N/A
Approved By:	Ryan Bartkus / Bill Spivey
Approved Date:	July 2019

BASIC PURPOSE:

The primary responsibility of the PACE Program Analyst is assisting the PACE Program Supervisor and PACE Program Director in the review, processing and audit of data pertaining to residential and commercial project documents such as finance agreements, summary memorandums, closing documents and related documentation for accuracy through Salesforce and/or other data management systems. The PACE Program Analyst will participate as part of the Bond/Note financing process to verify that underwriting conditions have been met and ensures legal and other supporting documents are properly prepared and processed by the FDFC PACE Program Administrators. Other duties may include participation with reconciliations, prepayments, assessment collections, and other financing-related activities to support the PACE Program. Some travel may be required for both company and public meetings, conferences or other general support. This position may also provide support to other FDFC Staff when needed and should be willing and able to perform clerical duties, maintain and update databases, create reports and assist with other general activities as needed.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Process and analyze property-related data
- Prepare / Update data and reports
- Identify and consult with the PACE Program Supervisor and Director on file exceptions
- Perform periodic quality assessments
- Identify compliance issues, concerns, and deficiencies
- Review physical and e-documents
- Communicate with PACE Administrators and Program Professionals regarding review findings and status updates
- Review of Financial Agreements and Summary Memorandums for accuracy of data
- Complete other administrative duties as assigned

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is occasionally require to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATIONS REQUIRED:

- Aptitude for data management
- Possess strong organizational skills with attention to detail and accuracy
- Excellent written and verbal skills
- Ability to multi-task and effectively manage a variety of projects and programs
- Be customer service-oriented
- Be able to work under pressure
- Handle high volumes
- Meet deadlines
- Have strong interpersonal skills
- Be a self-starter
- Have the ability to troubleshoot effectively
- Be flexible and able to quickly adapt to change
- Proficiency with MS Word, Excel, Outlook, Internet are required

PREFERRED QUALIFICATIONS:

- Undergraduate degree in Business Administration/Management, Geography, IT or other data management degree.
- Two to five years of professional experience in compliance project management, project finance, energy/efficiency/conservation, renewable energy, construction or equivalent combination of education and experience.
- Experience in industries pertaining to project
- Knowledge of Salesforce or intermediate level of working with different databases a plus.