



# Explore your future with Wells Fargo

When you start a career with Wells Fargo, you're joining a team that is committed to your personal and professional development. We pride ourselves on being recognized as the world's 11<sup>th</sup> most respected company by Barron's, *Diversity Inc.*'s 12<sup>th</sup> best company for diversity, and the #1 United Way Worldwide workplace giving campaign participant. We hope you'll join us to learn more about your future at Wells Fargo.

Wells Fargo is hosting an Open House Recruiting Event **Tuesday, June 14<sup>th</sup>**.

Please join representatives from Wells Fargo to learn more about Wells Fargo, Corporate Trust Services and building your career. During this event you will have an opportunity to interview for our **Securities Admin Services Analyst 2** role.

**RSVP is required to attend this event, space may be limited.**

If you would like to attend, please **RSVP by Thursday, June 7, 2016** by emailing [wholesaletalentacquisition1@wellsfargo.com](mailto:wholesaletalentacquisition1@wellsfargo.com) in order to be considered, please provide a copy of your resume with your response.

**Attire for this event is business professional.** Lunch will be provided.

**Date:** June 14, 2016

**Time:** 12:00pm – 4:00pm

**Location:** Columbia, MD



# Job Opportunity

## Securities Admin Services Analyst 2

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### **Job Description**

The Securities ADM SCVS Analyst 2 is responsible for processing routine to moderately complex transactions or reconcilements relating to loan or security payments. Duties include: providing remittance and correction information to servicers; monitoring of pooled loans to determine non-compliance, communication of information to investors; evaluating servicer performance to ensure compliance with stated agreements; interacting with other departments as needed; and researching and interpreting all controlling legal documents as issues arise with collateral or bond payments. Incumbents must maintain a working knowledge of their area of expertise, including Collateral, Securities, Default or Trust Administration.

### **Required Qualifications**

1+ year of experience in one or a combination of the following: financial service, accounting, or analytical analysis; or a BS/BA degree or higher; or 2+ years of military experience

### **Desired Qualifications**

- A graduation date of May 2015 – June 2016
- Candidates with 1+ year relevant work experience (including internship work experience) will be considered
- A BS/BA degree or higher in accounting, finance, or economics
- 1+ year of mortgage banking experience
- Ability to read and interpret legal documents
- Basic Microsoft Access skills
- Basic Microsoft Office skills, with advanced skills in Excel
- Ability to navigate multiple computer systems, applications, and utilize search tools to find information
- Previous experience performing loan accounting and /or bond processing for Residential Mortgage Backed Securities using LASER and PHOENIX applications
- Customer service focus with the ability to actively listen, elicit information, comprehend customer issues/needs, and recommend solutions
- Strong organizational, multi- tasking, and prioritizing skills
- Ability to work effectively in a team environment
- Strong independent thinking skills
- Excellent verbal, written, and interpersonal communication skills
- Strong analytical skills with high attention to detail and accuracy
- Strong math skills
- Flexibility with overtime

