

Position: Loan Administration Specialist

Reports: Executive Director

Experienced and detail-oriented Loan Administration Specialist to join our organization. In this position, you will assist entrepreneurs, small businesses, and expanding businesses obtain a loan package that includes our gap financing. Duties will include meeting with applicants, preparing loan proposals, document preparation, and semi-annual compliance and reporting, and expanding our lending base.

The ideal candidate will have experience managing a portfolio of clients and report to the Executive Director. To succeed in this position, you should demonstrate excellent analytical skills and reporting, demonstrate sound judgment based on data, commercial loan processing, communication skills (oral and written), be able to handle multiple projects, and be able to work independently and as part of the team.

A background in the financial industry is advantageous.

Responsibilities:

- Meet with loan applicants to identify their needs and collect information for loan applications. Have a basic understanding of NAICS Codes.
- Review loan applications and verify accuracy of applicant data, and identify financial eligibility.
- Review financial statements, cash flow, three-year budget, current debt structure, and credit history of existing and potential clients. Coordinate credit scores with lead lender.
- Structure MCDEVCO's loan in coordination with Executive Director (rate, payment terms, collateral, etc).
- Ability to make informed decisions backed by sound assessment.
- Ability to handle multiple projects, coordinate with Executive Director, and submit applications on time for review.
- Understanding of small businesses, economics, industry risk, financial forecasting.
- Practice due diligence.
- Work with the Executive Director and the loan committee for the loan approval/denial process with a detailed lending package.
- Explain deficiencies to denied applicants.
- Manage collateral before and during the term of the loan.
- Semi-annually compliance to include analyzing current financial status and fund reporting. Report possible problems and steps to assist loan client.
- Educate loan clients on policies and regulations relating to their loan with us.
- Monitor and update account records.
- Respond to applicants questions and resolve any loan-related issues.
- Operate in compliance with laws and regulations, and MCDEVCO's loan policy and procedure manual.

- Loan Program – input new client information, loan setup, amortization schedules, and monthly ACH transactions.
- Make sure that all loan and borrower data is current and correct.
- Data analysis – activity reports, lending data, and HUD reporting. Excellent knowledge of excel.
- Basic understanding of Community Development Block Grant (CDBG) program is a plus.
- File documents with the appropriate agency for titles, register of deeds, and UCC. Annually review UCC's that they are current. Monitor collateral and MCDEVCO's position.
- Job reporting.
- Assist with loan documents for loan committee meetings and handle scheduling of meeting time and place.
- Assist with final loan documents for loan signing.
- Coordinate information with collaborating financial institution's lender.
- Provide the appropriate documentation of loan proceeds for check preparation.
- With direction update, loan forms and applications as required.
- Actively promote MCDEVCO and our gap financing to financial institutions, entrepreneurs, and small businesses throughout Marathon County to increase awareness and our loan portfolio.
- Education and promote MCDEVCO's educational programs that assist entrepreneurs develop appropriate business models, business plans, financial projections, cash flow models, marketing plans, loan packaging, core processes, and customer relationships.
- Keeping up to date with current entrepreneurial trends, market opportunities and skills training. Possess an understanding of the entrepreneurial mind-set and the role entrepreneurial skills play in economic development.
- Maintain current records of client proposals, and project status.

Skills:

- MUST pay attention to DETAILS
- Confidential and professionalism is required with all client information.
- Excellent writing skills.
- Knowledge of data base management.
- Demonstrate the understanding of how entrepreneurship and related activities serve to strengthen and grow Marathon County's economy.
- Must be a highly motivated self-starter who works well in an independent setting and as part of the team.
- Ability to communicate effectively with entrepreneurs, loan clients, business professionals, board of directors, mentors, and other staff.
- Ability to analyze and solve problems.
- Proficiency in Microsoft Office suite of products with emphasis on Excel.
- Ability to travel with a valid driver's license.
- Excellent organizational skills and the ability to handle multiple tasks and deadlines.

- Math and analytical skills.
- Working knowledge of business plans, financial reports, cash flow, and budgets.
- Knowledge of how to verify applicant's backgrounds and information.
- Excellent customer service skills.
- Become a notary within three months of being hired.

Requirements:

- Bachelor's degree in finance, accounting or related field **OR** a minimum of 3 years' experience as a mortgage processor, credit analyst, or loan administration specialist.
- Understanding of local, state, and federal loan regulations.
- In-depth knowledge of computers and banking software.
- Customer service oriented with exceptional sales skills.
- Excellent mathematical and statistical aptitude.
- Analytical mindset.
- Excellent written and verbal communication.
- Excellent organizational skills.
- Exceptional interpersonal skills.
- Attention to detail.
- Other duties as assigned.

Job Type: 30 to 40 hours a week.