

Loan Closer

Reports to: Business Finance Manager
 FLSA Classification: Exempt
 Approved By: Business Finance Manager
 Revision Date: August 11, 2021

SUMMARY

The Loan Closer prepares all loan closings and ensures that RCEDC is operating all loan programs within the required program regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% of Time
<p>Loan Closings</p> <ol style="list-style-type: none"> 1. Monitors approved loan applications to facilitate the orderly and efficient closing of loans, disbursement of loan funds, and the filing of all necessary collateral documents. 2. Coordinates and obtains all required documentation from borrower and partnering lender for loan closings and for SBA 504 loan sales. 3. Coordinates the drafting of all closing documents by RCEDC legal counsel before the closing date and ensure the drafts are distributed to the appropriate parties. 4. Coordinates loan closings, loan packaging and debenture sales with RCEDC legal counsel of SBA 504 loans. Addresses any necessary changes with the appropriate parties. 5. Coordinates, monitors, and approves all loan disbursements and project cost documentation. 6. Ensures all post-closing activities are completed as defined in the post-closing process checklist. 7. Ensures all closing information is entered into Salesforce and Ventures systems and appropriate closing reports are generated. Create and maintain all loan collateral files. 8. Reports regularly on status of loans regarding what is needed in order to fund. 	90%
<p>Audits & Reports</p> <ol style="list-style-type: none"> 1. Assist with file reviews in preparation for audits as required. Prepares loan portfolio for all audits. 2. Completes and submits required reports designated for the position by the required date(s). 	5%
<p>Additional Duties</p> <ol style="list-style-type: none"> 1. Participates in other project assignments as directed by the RCEDC Executive Director or Business Lending Partners Business Finance Manager. 	5%

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| <ol style="list-style-type: none"> 2. Promotes the RCEDC and BLP programs by participating in outreach activities including but not limited to the activities detailed in the annual Work Plans. 3. Attends Board, staff, and community meetings as required. | |
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CORE COMPETENCIES

RCEDC employees are expected to acquire certain skills and knowledge over time so that these skills evolve into competencies. The RCEDC views these competencies as critical to performing within the various positions. As such, RCEDC has determined that the following competencies are significant for professional staff:

1. **Analysis and Decision-Making Skills** – Make effective decisions and solve problems in complex or ambiguous situations by gathering, diagnosing and judiciously analyzing the information about the situation and environment in order to identify and evaluate options and select the best course of action.
2. **Industry Understanding** – Aware of and interested in the economic development industry that includes an in-depth learning of this service area with a goal to develop professional capabilities.
3. **Leadership and Influence** – Inspire and influence by communicating a compelling vision of the future, conveying an executive presence (e.g., confidence, poise, connecting with others, etc.) and being sufficiently agile and self-assured to lead others effectively.
4. **Relationships and Teaming** – Effectively build relationships with individuals and teams across the organization and external partners by being inclusive, considerate and responsive to the needs of others; by communicating effectively, collaborating with others and sharing resources; and by being receptive to feedback.
5. **Responsibility and Achievement** – Demonstrate initiative, commitment to excellence, and effective self-management skills, including integrity, ethical behavior, responsibility, dependability and follow through.
6. **Communication Skills** – Effectively communicates through verbal and written media to stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

Education:

- Bachelor’s Degree in Banking, Paralegal Studies or a related field is ideal.

Certificates:

- Valid driver’s license with verification of appropriate insurance coverage

Experience:

- Minimum of one-year related experience in banking, paralegal work, title work, etc. is preferred.
- Ability to perform basic mathematical operations and understand business and loan documents.
- Ability to maintain a high degree of professionalism, confidentiality, flexibility, and initiative.
- Proven oral and written communication skills with an emphasis on effective interpersonal skills to work with varying levels of professionals, such as public officials, bankers, State & Federal employees, board members, staff, and business owners.
- Ability to manage multiple projects requiring specific deadlines that may often result in a high stress environment.
- Ability to work independently, effectively analyze and problem solve issues, and exercise good judgment in making a variety of decisions.

- Proven organizational and time management skills.
- Ability to work with the business community and the general public.
- Knowledge of word processing, data processing and spreadsheet software applications.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Some standing, walking, sitting, stooping.
- Some kneeling, crouching, balancing and bending/twisting.
- Some lifting, carrying, pushing/pulling to a maximum of 25 pounds.
- Sitting for long periods of time.
- Fine motor skills.
- Tolerance of noise and odors from various office machines.
- Driving to various locations as required by meetings, appointments, etc.

RCEDC is an AA/EEO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status. Individuals from diverse backgrounds are encouraged to apply.