

## Business Loan Closing Specialist

Reports to: Executive Director  
 FLSA Classification: Exempt  
 Approved By: Executive Director  
 Revision Date: December 2022

### SUMMARY

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

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>% of Time</b>
<p><b>Loan Closings</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Coordinates and obtains all required documentation from borrower and partnering lender for loan closings and for SBA 504 loan sales.</li> <li>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.</li> <li>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.</li> <li>5. Coordinates, monitors, and approves all loan disbursements and project cost documentation.</li> <li>6. Ensures all post-closing activities are completed as defined in the post-closing process checklist.</li> <li>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.</li> <li>8. Reports regularly on status of loans regarding what is needed in order to fund.</li> </ol>	90%
<p><b>Audits &amp; Reports</b></p> <ol style="list-style-type: none"> <li>1. Assist with file reviews in preparation for audits as required. Prepares loan portfolio for all audits.</li> <li>2. Completes and submits required reports designated for the position by the required date(s).</li> </ol>	5%
<p><b>Additional Duties</b></p>	

<ol style="list-style-type: none"> <li>1. Participates in other project assignments as directed by the RCEDC Executive Director.</li> <li>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.</li> <li>3. Attends Board, staff, and community meetings as required.</li> </ol>	5%
<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <p>Education:</p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in Banking, Paralegal Studies or a related field is ideal.</li> </ul> <p>Certificates:</p> <ul style="list-style-type: none"> <li>• Valid driver’s license with verification of appropriate insurance coverage</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• Minimum of one-year related experience in banking, paralegal work, title work, etc. is preferred.</li> <li>• Ability to perform basic mathematical operations and understand business and loan documents.</li> <li>• Ability to maintain a high degree of professionalism, confidentiality, flexibility, and initiative.</li> <li>• 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 &amp; Federal employees, board members, staff, and business owners.</li> <li>• Ability to manage multiple projects requiring specific deadlines that may often result in a high stress environment.</li> <li>• Ability to work independently, effectively analyze and problem solve issues, and exercise good judgment in making a variety of decisions.</li> <li>• Proven organizational and time management skills.</li> <li>• Ability to work with the business community and the general public.</li> <li>• Knowledge of word processing, data processing and spreadsheet software applications.</li> </ul>	
<p><b>WORK ENVIRONMENT</b></p> <p>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.</p> <p>Physical Demands:</p> <ul style="list-style-type: none"> <li>• Some standing, walking, sitting, stooping.</li> <li>• Some kneeling, crouching, balancing and bending/twisting.</li> <li>• Some lifting, carrying, pushing/pulling to a maximum of 25 pounds.</li> <li>• Sitting for long periods of time.</li> <li>• Fine motor skills.</li> <li>• Tolerance of noise and odors from various office machines.</li> </ul>	

- 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.