

SBA Loan Specialist Assistant First Bank of the Lake

JOB TITLE: SBA Loan Specialist Assistant
SUPERVISOR: Direct: VP/SBA Loan Specialist; Indirect: VPs/SBA Loan Officers
Office Location: St. Louis

GENERAL JOB DESCRIPTION:

Multi-faceted assistant to the SBA loan specialist officer and SBA loan officers on SBA and USDA B&I loans in the government guaranteed lending area.

MAJOR DUTIES AND RESPONSIBILITIES:

Assists officers in the government guaranteed lending function as needed on a daily basis; assists officers in UW, processing, closing and post-closing processes; works with borrowers to obtain various documentation; assists loan officers in financial review processes by obtaining information and providing analyst functions; and general ongoing duties related to the government guaranteed lending area of the bank.

OVERALL DUTIES AND RESPONSIBILITIES:

- *Primarily assists the SBA loan specialist officer and the SBA loan officers on a daily basis as directed
- *Order, process and review due diligence items during underwriting and packaging process such as, but not limited to:
 - Appraisals
 - Environmental reports
 - UCC/lien/bankruptcy searches
 - Business valuations
 - Title work
 - Flood Certification
- *Track and prepare closing statements for all third party fees charged to borrowers, including deposits received
- *Request and receive updated insurance on new and existing borrowers for all insurance required
- *Process loan disbursement requests
- *Helps gather and prepare all necessary cash injection items from borrower to be SBA compliant
- *Works with loan officers and the management of a prospective borrower in the underwriting process to obtain UW checklist items, and to become acquainted with and establish a working relationship with the management of the borrower
- *Works with the loan officers to ensure borrower deposit operating accounts are opened and utilized
- *Works with the officers to ensure required financial, covenant tracking and other needed ongoing documentation from a borrower is obtained and reviewed timely
- *Assists the loan officer in annual financial and performance reviews of borrowers, or more often if deemed necessary
- *Follows up with borrowers and others on needed information or questions
- *Handle any customer service requests or forward to the appropriate person
- *Organize and image loan files into the Fiserv Director system
- *Attends weekly pipeline meetings and contributes any updates as applicable
- *Works with bank loan operations staff to ensure loans are booked and serviced as needed
- *Participates in required bank training via ABA and any other appropriate applicable training

QUALIFICATIONS FOR THE JOB:

Education: Prefer college degree but will consider consummate experience

Experience:

Required – banking experience preferably in government guaranteed lending and/or commercial lending

Preferred – banking experience with government guaranteed lending (SBA/USDA) packaging and closing, familiarity with SBA SOP

Other – takes initiative to get things done and can anticipate next steps and move forward, high sense of urgency and attention to detail necessary

KEY COMPETENCIES:

Understand overall government guaranteed loan process from start to finish

Ability to prioritize and meet deadlines

Competency using Excel and Word software

Organization and ability to work with independence

Ability to communicate effectively in writing and orally