Position Announcement | **Manager, Loan Closing and Compliance**

**POSITION DESCRIPTION**

Main Street Launch is a lender seeking a Manager, Loan Closing and Compliance. Reporting to the CFO, the role responsible for managing loan operations, including issuing commitment letters, completing loan documentation, closing of loans, monitoring loan disbursements, all within SBA compliance and internal credit policy manual guidelines. The role is responsible for insuring compliance with regulatory, secondary market, and insurer requirements as well other lender policies.

**Position Responsibilities:**

Responsible for maintaining loan files and managing loan closing and loan monitoring activities. In addition:

Loan Processing

* Provide support for all technical aspects and work flows of loan processing.
* Provide support to lending staff for closing and compliance issues.
* Responsible for maintaining processing times and developing workflow improvements.

Loan Closing, Disbursement and Monitoring

* Reviews credit applications for adherence to compliance policies and internal credit policies.
* Evaluates all reports and file documentation with respect to compliance requirements.
* Assure closing checklists documentation is complete.
* Prepare check requests for disbursements.
* Checks documents for accuracy, such as legal descriptions, closing dates, and signatures.
* Ensure payment of SBA guaranty fees have been property documented.
* Prepares all necessary documentation required for closing.
* Conduct loan closings and work with staff to create/maintain appropriate loan files.

**QUALIFICATIONS**

* High School degree or GED equivalent required degree from four-year college or university with emphasis in economics, computer science, statistics or math is preferred.
* At least four years of loan processing experience within a business, mortgage, or consumer lending organization, SBA 7a lending experience strongly preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Commitment to helping small business owners succeed;
* Good people skills with experience collaborating in a multi-disciplinary, diverse team;
* Must be able to complete projects and prioritize workload with minimal supervision.
* Customer service orientation;
* Ability to work under pressure with attention to detail and accuracy;
* Knowledge of basic accounting and loan documentation;
* Proficient PC skills using Microsoft Word, Excel and Outlook;
* Ability to prioritize work with an eye toward efficient process flow and organizational connectivity;
* Excellent organizational and administrative skills;
* Ability to write reports and business correspondence;
* Ability to effectively present information and respond to questions

**ENVIRONMENTAL CONDITIONS**

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

Typically works in an office with adequate lighting and ventilation and normal range of temperature and noise level. Work assignments are diversified and may cause stress in meeting tight deadlines with scheduling requirements. The physical requirements of the job are for employees to talk, hear, bend/stoop, sitting, standing, and/or walking for up to 8 hours per day. Furthermore, the job requires employees to lift/carry/push or pull up to 15 pounds with or without assistance.

**ABOUT US**

Since 1979 we have empowered small business owners in the Bay Area, beginning in Oakland and expanding to serve the nine Bay Area counties. Through our core services we help small businesses EXPAND in size, INCREASE their profits, and REACH their goals. We are honored to work with successful, innovative, and community-oriented entrepreneurs. We believe in the power of entrepreneurship to transform lives and communities. In the last 10 years we closed 600 loans that totaled more than $41,000,000. Our borrowers have created thousands of new jobs in the Bay Area.

**How to Apply:**

Qualified candidates must submit a resume and cover letter highlighting their relevant experience to jacob@mainstreetlaunch.org with “Manager, Loan Closing and Compliance” in the email subject line.

*Main Street Launch will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.*