

# STL PARTNERSHIP

## Business Lending Loan Closer

### **THE ORGANIZATION**

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.



### **THE POSITION**

Responsible for performing professional work of marked difficulty in closing loans under various programs. Responsibilities include (but are not limited to): closing all approved loans, engaging in frequent contact with clients to discuss personal and business finance matters occasionally of a sensitive nature, independent decision-making in the analysis of loan closings where errors could result in potential program loss, and completing reports for internal and external users.

#### **Job Functions:**

- Coordinates and manages the closing of loans: meets with borrowers and bankers to initiate closing process; prepares all required loan documentation; reviews title and lien searches to secure proper collateral position; organizes and prepares file for review by in-house and outside legal counsel; ensures completion of loan closing by filing documents with appropriate recording offices, obtaining title insurance, and billing expenses incurred; maintains communication with SBA and other agencies in moving loan to funding.

- Engages in customer service by talking with clients (e.g., bankers, attorneys, accountants) about existing loans and managing issues regarding open loans waiting to be disbursed.
- Monitors regulations and changes to loan programs and disseminates information to staff and public, as needed.
- Monitors internal guidelines, policies and procedures; updates systems as necessary and disseminates information to appropriate parties.
- Assists with the Access database: enters data into the database.
- Performs various other duties and functions as required or assigned within area of expertise or scope of the position.

### ***THE NEED***

#### **Professional qualifications for this position include:**

**Education:** Bachelor's degree from an accredited institution with major course work in business, finance, accounting, commercial lending or closely related field

**Experience:** At least two years of related work experience, or other equivalent combination of education and experience.

#### **Knowledge, Skills, & Abilities:**

Knowledge of:

1. Policies, practices, and procedures involved in the administration/closing of Small Business Administration loans.
2. Practices involved in banking and real estate transactions and associated legal documentation.
3. Laws and regulations governing finance programs.
4. Relevant legal terminology encountered in the course of work.
5. Modern office practices and procedures, equipment and systems.

Ability to:

1. Communicate strongly both orally and in writing.
2. Attend to details, calculate numerical formulas and verify accuracy of amounts and calculations.
3. Organize and prioritize to ensure effective workflow and response to deadlines.
4. Comprehend and make inferences from written materials.
5. Establish and maintain effective working relationships with borrowers, Small Business Administration, bankers, accountants, attorneys, title company personnel, board members, staff, and the general public.

6. Perform and accomplish requirements of the job using appropriate general office equipment (i.e., fax machine, copy machine, calculator, multi-function telephone).
7. Use basic computer word processing and spreadsheet/database management applications (i.e. Microsoft Word/Excel/Access applications).
8. Understand, interpret, explain and apply relevant policies, procedures and regulations.
9. Perform light physical work exerting up to 25 pounds on an occasional basis; perform such activities as fingering, grasping, lifting, reaching, crouching and repetitive tasks.
10. Recognize and respect diversity and work effectively with peoples of other cultures.

**INTERPERSONAL CHARACTERISTICS:** Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

***THE REWARD***

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization:  
<https://stlpartnership.com/careers/>.

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_