

STLPARTNERSHIP

Business Lending Loan Closer

Work to Improve and Increase Economic Opportunities in the St. Louis Region

The St. Louis Economic Development Partnership (STLPartnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STLPartnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

STLPartnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region's global relevance, and revitalize communities. STLPartnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

Position Description

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 Duties

- 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.

Professional Qualifications

Education

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

Experience and Skills

- At least two years of related work experience, or other equivalent combination of education and experience.
- Knowledge of policies, practices, and procedures involved in the administration/closing of Small Business Administration loans.
- Understanding of practices involved in banking and real estate transactions and associated legal documentation.
- Skill to understand, interpret, explain, and apply relevant policies, procedures, and regulations.
- Education, training, or work experience as a paralegal is a plus.
- Familiar with laws and regulations governing finance programs.
- Understanding of relevant legal terminology encountered in the course of work; ability to interpret contracts.
- Strong oral and written communication skills.
- Proficiency in attending to details, calculating numerical formulas, and verifying accuracy of amounts and calculations.
- Ability to organize and prioritize to ensure effective workflow and response to deadlines.
- Skills to comprehend and make inferences from written materials.
- Establish and maintain effective working relationships with borrowers, Small Business Administration, bankers, accountants, attorneys, title company personnel, board members, staff, and the general public.
- Familiar with modern office practices, procedures, and systems.
- Ability to perform and accomplish the requirements of the job using appropriate general office equipment (i.e., fax machine, copy machine, calculator, multi-function telephone).
- Ability to use basic computer word processing and spreadsheet/database management applications (i.e., Microsoft Word/Excel/Access applications).
- 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.
- Recognize and respect diversity and work effectively with peoples of other cultures.

Personal Qualities

A strong passion for economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong relationship builder and self-motivated.

Interpersonal Characteristics

Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. The selected candidate will be expected to work effectively with people of other backgrounds and cultures and treat all people in a

professional and respectful manner. The selected candidate should have a desire to make a positive difference within the community.

Working Conditions

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions. STLPartnership currently offers a hybrid remote/in-office work environment.

Compensation and Terms

Commensurate with experience, STLPartnership offers a competitive base salary and a culture that fosters and supports creativity and innovation. STLPartnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, exempt position under the Fair Labor Standards Act.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit STLPartnership's website to learn more about the organization and opportunity: www.stlpartnership.com and <https://stlpartnership.com/careers/>.

STLPartnership is an equal opportunity employer. STLPartnership considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Accredited Economic Development Organization



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.