LOAN OFFICER II

Join our award-winning team and play an integral part in supporting Montana businesses!

Big Sky Finance is looking for a dynamic individual to join their distinguished team. Big Sky Finance is a state-wide lending organization housed under Big Sky Economic Development that provides SBA 504 financing and other loan programs for eligible small businesses.

This position will focus primarily on real estate loan closings but will also perform some business development and underwriting responsibilities as needed. Appropriate industry training will be provided as necessary.

In this job, you would be responsible for:

- Supporting Big Sky Finance's relationship culture through on-going customer and partner contact, quality customer service, and superior product knowledge.
- Working closely with borrower and lender to gather and review all loan closing documentation.
- Reviewing the SBA approval and closing materials with the borrower.
- Works closely with Big Sky Finance's SBA closing attorney to prepare loan documentation and ensure loan specifications are met.
- Coordinate and conduct the borrower loan closing and prepare the closing package for submission to the SBA.
- Identifying and participating in the implementation of new business development opportunities.
- Engaging with the community to source new clients and build positive business relationships.
- Performing loan packaging, underwriting and servicing duties as needed.

You're a good fit for this job if you have:

- A Bachelor's Degree in Business Administration, Finance or related field
- Experience closing commercial real estate loans (preferred)
- Understanding of SBA 504 Loan Program and/or SBA 7a Loan Program requirements.
- 3-5 years credit underwriting/analysis experience
- 3-5 years commercial lending experience
- Strong oral and written communication skills
- Strong computer skills with proficient knowledge of Outlook, Word and Excel
- Excellent attention to detail
- Excellent personal effectiveness and time management skills

Please see the attached job description for a full summation of the roles, responsibilities, and requirements of this position.

Other info you should know:

- This position reports to the Director of Business Finance
- This is a full-time, salaried position eligible for our full suite of benefits including medical, dental, retirement (PERS), life, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer wages based on regional market data and commensurate with experience
- Work location is flexible. Working from our Billings, Montana or Helena, Montana office is strongly preferred.

How to Apply:

1. Fill out an employment application and upload your resume and cover letter by clicking **HERE**!
2. Send all inquiries to Careers@bigskyeda.org

APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED
FIRST REVIEW BEGINS 11/13/20

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Find out what being part of the team is like on Instagram
#lifeatbsed

Job Description	
LOAN OFFICER II	
Reports To: Business Finance Director	**FLSA Status**: Exempt
Position Status: Regular, Full-Time	**Revision Date:** October 2020

Summary

The Loan Officer II is responsible for developing and processing new loans, administering loan closing functions, as well as maintaining and servicing existing portfolios within the Big Sky Finance Loan Programs. This position will focus primarily on real estate loan closings but will also perform some business development and underwriting responsibilities as outlined below.

Essential Duties and Responsibilities

To perform the job successfully, an individual must be able to perform each essential duty to a high level. Duties are performed with minimal direction or supervision from the Business Finance Director and are a representation of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Duties:

1. Support Big Sky Finance's relationship culture through on-going customer and partner contact, quality customer service and superior product knowledge.
2. Support the Business Finance Director
3. Other duties as assigned

Loan Closing Duties (Primary Role):

1. Review the SBA approval and closing materials with the borrower.
2. Work closely with borrower and lender to gather and review all loan closing documentation.
3. Works closely with Big Sky Finance's SBA closing attorney to prepare loan documentation and ensure loan parameters are met.
4. Coordinate and conduct the borrower loan closing and prepare the closing package for submission to SBA.

Loan Underwriting Duties:

1. Analyze applicant's financial status and credit worthiness to determine feasibility of approving loans.
2. Conduct underwriting analysis of potential loans and prepare a thorough loan summary.
3. Determine whether credit, income and source of funds are stable and adequate for repayment and meet all applicable guidelines
4. Review loan agreements to ensure they are complete and accurate according to policy and the SBA 504 Loan Program
5. Make a recommendation based on complete financial analysis and present to Loan Committee for approval.

Business Development Duties:

1. Identifies and participates in the implementation of new business development opportunities.
2. Engages with the community to source new clients and build positive business relationships.
3. Conducts lender training at lending institutions and other special events attended by key business partners.

Loan Servicing Duties:

1. Collect, spread and analyze borrower's financial statements annually.
2. Monitor existing loan portfolios to ensure proper risk ratings and early identification of potential problems.
3. Monitor ongoing servicing actions and resolve issues.
4. Ensure compliance with requirements set forth in loan documents.
5. Respond to and complete advanced servicing requests.

Loan Packaging Duties:

1. Meet with applicants and lenders to obtain information for loan applications and respond to questions about the process and loan programs.
2. Work closely with Loan Specialist in collecting, preparing and reviewing materials for complete loan application.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skill, and/or abilities required.

- Accounting and Finance — firm understanding of accounting principles and practices, banking and the analysis and reporting of financial data.

- SBA Loan Program – understanding of the SBA 504 Loan Program and/or SBA 7a Loan Program and its requirements.

- Commercial Loan Documentation – understanding of commercial real estate loan documentation.

- Customer and Personal Service — knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and proper grammar.

- Accounting Software – Ability to learn and independently navigate the Ventures+ loan management system.

- Office Equipment/ Computer/Technical – Proficiency in 10-key data entry, basic office and computer equipment, as well as an ability to use Microsoft Office Suite products. Intermediate use of Microsoft Excel.

- Analytical - Ability to spread and analyze financial statements of various types. Ability to formalize an opinion from the statements and make a recommendation.

- Project/Process Management - Ability to handle multiple tasks at a time and under pressure in order to meet deadlines and work demand. Ability to accurately type and enter information into a computerized system.

- Written and Oral Communications –Strong interpersonal and professional communication skills. Successfully works with a variety of people at every level and communicates effectively in written form (email, letters), over the phone and in person.

- Detail Orientated – Ability to achieve thoroughness and precision when accomplishing a task while ensuring small details are not overlooked. Checks and double checks work for accuracy.

- Personal Effectiveness/Time Management - Ability to strategically utilize time and resources to manage priorities, timelines, deadlines and details under pressure, with accuracy, and to a high level of proficiency.

Minimum Qualifications

1. Bachelor's degree in Business, Finance, Accounting or related business field
2. 3-5 years credit underwriting/analysis experience required
3. 3-5 years commercial lending experience required
4. Experience closing commercial real estate loans preferred

Job Requirements

Additional job requirements include:

1. This job requires work-related travel, with occasional overnight stays, by personal vehicle, rented vehicle or commercial transportation to participate in business-related meetings. Occasional driving may be required.

2. Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and can travel.

3. Office hours are generally 8 a.m. until 5 p.m. This is a full-time, salaried, exempt position. The weekly schedule may fluctuate as a result of early morning, lunch hour, or evening and weekend work.

4. Work is performed in the Big Sky Economic Development offices as well as at vendor and agency offices and other meeting or project sites.

Physical Demands

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; speak with clarity and hear.
- The employee frequently is required to walk, sit, and climb or balance.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee may occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Working Environment

Work is in a normal office environment with noise levels that are usually moderate. Working conditions require high attention to detail and deadlines frequently.