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## 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 and loan servicing, but may also perform some loan packaging, underwriting and business development responsibilities as requested. Appropriate industry training will be provided as necessary.

### **In this job, you would be responsible for:**

- Working closely with borrower and lender to gather and review all loan closing documentation.
- Reviewing the SBA approval and closing materials with the borrower.
- Working closely with Big Sky Finance's SBA closing attorney to prepare loan documentation and ensure loan specifications are met.
- Coordinating and conducting the borrower loan closing and preparing the closing package for submission to the SBA.
- Analyzing borrower's financial statements on an annual basis.
- Monitoring existing loan portfolios and working to resolve issues should they arise.
- Performing loan packaging, underwriting and servicing duties as requested.
- Supporting Big Sky Finance's relationship culture through on-going customer and partner contact, quality customer service, and superior product knowledge.

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

- A Bachelor's Degree in Business Administration, Finance or related field; or equivalent combination of education and job-related experience
- Experience closing commercial real estate loans
- 3-5 years commercial lending experience
- 3-5 years credit underwriting/analysis experience
- Understanding of SBA 504 Loan Program and/or SBA 7a Loan Program requirements.
- 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 position's job description for a full summation of the roles, responsibilities, and requirements of this position. (Accessible when clicking on the application link below.)*

**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
- Position is located in Billings, Montana

**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](mailto:Careers@bigskyeda.org)

**APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED  
FIRST REVIEW BEGINS 7/30/21**

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