

SBA Loan Closer/Packager – American Pride Bank, Macon

Experience/Education

- 3 years' experience in an SBA lending environment
- High school diploma

Essential Job Functions

- 3 Years' experience in an SBA lending environment
- Process files according to Bank policies and SBA requirements
- Prepare a needs list consisting of outstanding items needed to submit a file for underwriting
- Create a file for all borrower information, financials etc.
- Gather and review information provided by the borrower
- Review credit report and all other 3rd party reports
- Familiar with SBA approval process
- Working knowledge of SBA rules, regulations and SOP
- Point of contact for BDO's, Customers, Title and Escrow Officers
- File UCC's and familiar with various UCC requirements
- Familiar with banks and SBA's insurance requirements
- Knowledge of Preliminary Title Reports and endorsements
- Knowledge of escrow documents and requirements
- Misc. special projects or assignments
- Responsible for adhering to and complying with all Bank policies and Federal and State banking laws and regulations.

Please send resumes to: selenamurph@americanpridebank.com