

SBA Loan Servicing Specialist **(Atlanta, GA)**

Summary

The SBA Loan Servicing Specialist will work closely with all members of the SBA team to effectively manage the loan disbursement process and report on loans in the servicing portfolio in the SBA Division. The SBA Loan Servicing Specialist must be able to effectively manage their time to meet deadlines and ensure tasks are completed.

Essential Duties, Responsibilities & Accountabilities

Service the SBA portfolio, which includes but is not limited to the following:

- Construction Monitoring and Loan Disbursement tracking
- 1502 Reporting
- Insurance and property tax monitoring
- Review of UCC and other lien searches
- Track and obtain financial and other annual reporting requirements
- Work with the assigned portfolio manager to prepare Financial Reviews for SBA monitoring
- Handle Borrower Requests for Collateral substitutions and work with SBA to facilitate conclusions
- Process Deferments requests
- Assist with Collections, work outs, and other modifications
- Maintain Annual SBA Requirements on all portfolio loans
- Clear post-closing document exceptions (Recorded Documents)

Skills & Competencies

- Skilled with Microsoft Word, Excel, Outlook and related software applications
- Good verbal and written communication skills
- Well organized; ability to multi task; attention to detail
- Ability to prioritize and work well under pressure

Qualifications

- Bachelor's degree preferred
- Minimum 2 year experience in lending, SBA experience preferred

To apply, visit www.atlanticcapitalbank.com/careers.