

## **Description**

The SBA Loan Closer is responsible for preparing SBA forms and loan closing documents for submission to the SBA and to ensure compliance and adherence to SBA SOP and bank policies and procedures. Knowledge of commercial lending and SBA lending processes is required to assist in the preparation of this information.

## **Job Description:**

- Reviews and completes all necessary documentation for SBA packaging file
- Prepares CLP submission package to the SBA
- Generates Closing Checklist and coordinates initial kickoff call with borrower, BDO and attorney
- Works closely with borrower, BDO and attorney to ensure smooth closing process
- Responsible for timely communication with Borrower of missing items needed to complete loan closing
- Maintain control over loans(s) in process to detect any potential and/or developing problems and ensure all department managers are inform of the issues
- Orders tax transcripts, UCC/Federal/State/County preliminary lien searches, title commitments and request from borrower the essential loan documentation as indicated by credit approval and/or internal procedures to ensure completeness of loan files.
- Reconcile equity injection and make final verification determination
- Knowledge and review of AIA contracts, permits, builder's risk and other construction documents.
- Works with portfolio managers to ensure smooth handoff on construction and multi disbursement projects
- Builds electronic loan folder and scans loan documents into electronic scanning system
- Follow internal audit procedures to ensure file is property documented and scanned into electronic scanning system
- Other support duties as assigned by Chief Credit Officer

## **EOE Statement**

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

## **Position Requirements**

- Minimum 3 years' experience in SBA industry.
- Detailed knowledge of the SBA SOP is required.
- Fundamental knowledge of business financial statements and credit factors relating to commercial loans
- 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
- Must be able to work in a team environment and adapt to change
- Ability to manage multiple projects and deadlines simultaneously in a fast paced environment, high production, professional environment

**To Apply**

Interested candidates can email their resume to David Bybee at [david.bybee@touchmarknb.com](mailto:david.bybee@touchmarknb.com).