

Position Title:	CLA Processor and Assistant — Remote Work
Working Title:	CLA Processor and Assistant
Department:	Credit Administration
Reports to:	Sr. CLA Processor/Assistant/HR
Employment Status:	Full-Time
FLSA Status:	Non-Exempt

Position Summary

Perform all functions required to prepare commercial loan documents in accordance with Client's approval. Support the client banks through management of the origination, document preparation, boarding, closing, disbursing documents, servicing of loans and commitments of the company, work closely with Client's Commercial Lenders or designated individual to ensure seamless and positive customer experience.

Essential Duties

- Obtain all required documents from MCC customer. Order property appraisals, evaluations, title policies and other reports according to Bank's approval.
- Process necessary Supporting Documentation, type all necessary loan documents, and process loan renewals and modifications.
- Review approval/write-up with the lender and determine what is needed to start the loan document/closing process following underwriting guidelines and policies.
- Export loan to Core processing system of each client.
- Compile complete loan package and verify with Clients Commercial Lender or designated Individual that all files contain required documents.
- Prepare SBA/USDA loan documentation, learn SOP Policy as issued and updated by SBA.
- Prepare 10 tabs for SBA submission for collection of clients guarantee.
- Responsible to learn several different cores as well as different documentation systems.
- Ensure and validate loans are closed in accordance with Bank approval process.
- Assist in construction draws.
- Other duties and responsibilities as assigned.

Minimum Qualifications

- 3-5 years of financial services related industry experience
- Associate's degree in Finance/Business or related field (preferred)

Key Competencies

- Communication Methods
- Computer Skills
- Initiative
- Collaboration
- Ethics
- Time Management
- Confidentiality
- Flexibility and Self Motivated

Work Environment

This job operates in a remote work environment. This role routinely uses standard office equipment such as computers, phones and other core systems.

MCC offers a full array of full-time benefits from health, vision, dental and life insurance, as well as 401K and a company shared cost structure. Salary and bonus compensation will be commensurate with experience and education. Please see our website maccrreditcomp.com for further information on our company mission, vision and growth plans.