



Colorado Lending Source JOB ANNOUNCEMENT

Position Title: Loan Closing Officer

Position Status: Full-Time with Benefits

Supervision Received: Closing Manager

Position Location: Colorado Lending Source | 1441 18th Street | Denver, CO 80203

About Colorado Lending Source:

Celebrating 30 years of lending, Colorado Lending Source cares about small business, creating long-term alliances with our lending partners and borrowers, being a resource to empower entrepreneurs, and making Colorado the best state in the nation to start and grow a business. We partner with local lenders, government agencies, and other small business resources to make access to capital more attainable. As a mission-based lender and small business-financing expert, we are committed to fostering the economic growth of diverse small businesses within our communities. Since 1990, we've funded over 3,800 loans helping to create nearly 29,000 jobs injecting over \$4.7 billion into the economy.

Opportunity:

The Loan Closing Officer at Colorado Lending Source is responsible for taking Small Business Administration 504 loans and Community Advantage loans from post approval through funding. The Loan Closing Officer will provide excellent customer service to all parties involved in the process, and will work closely with Loan Officers, partner lenders, small business owners, and Legal Counsel to complete the closing process. This position will report directly to the Closing Manager.

Major Duties, Tasks, and Responsibilities:

- Understand and appreciate the mission, values and customer service commitment of the organization
- Upon SBA loan approval, coordinate with loan officer and complete a closing letter based on the loan's Authorization
- Monitor, input and analyze construction disbursements from the partner bank
- Review collateral and corporate documents to determine compliance with Standard Operating Procedures
- Communicate with legal counsel as needed to resolve any documentation issues
- Proactively contact bank and borrowers to assure timely closing of loans
- Ensure closing meets SBA authorization requirements
- Draft closings documents
- Attend closings and complete pre-funding site visits
- Prepare and submit all necessary loan modifications for SBA approval
- Enter data into internal database upon closing to ensure a smooth transition to post-funding
- Prepare monthly compliance reporting
- Follow up with lenders post funding to obtain releases of interim deeds of trust
- Is available for meetings and conference calls with Loan Officers when questions from bank or borrowers arise
- Other duties as may be assigned

Qualifications:

- A Bachelor's Degree in a related field
- Exceptional written, verbal and listening communication skills
- Excellent interpersonal skills
- Detail oriented person capable of managing multiple projects at any given time
- Working knowledge of Microsoft Office and Adobe products

How to Apply:

Interested applicants are invited to submit a resume and HAND WRITTEN cover letter to Colorado Lending Source
ATTN: Resume 1441 18th Street, #100 Denver CO, 80202 or by email to
resume@coloradolendingsource.org.