



Colorado Lending Source Job Announcement

Position Title: Loan Closing Officer

Position Status: Full-Time with Benefits

Organizational Relationships: Reports to Loan Closing Manager

Primary Work Location: Colorado Lending Source |1441 18th Street | Denver, CO 80202

Job Summary:

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.

Position 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

Desired Qualifications:

This is a critical position within a highly entrepreneurial organization and successful applicants must be interested in helping to formulate and further develop this function.

- 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

Apply:

Interested applicants are invited to submit a resume along with a cover letter by email, mail, or in person to:

resume@coloradolendingsource.org

ATTN: Loan Closing Officer

Colorado Lending Source

1441 18th Street, Suite 100

Denver, CO 80202

About Colorado Lending Source:

As a mission-based non-profit lender, Colorado Lending Source truly cares about small businesses and the communities they support. Our lending options range from \$5,000 up to \$5.5 million for a variety of business purposes. In 2018, we approved 221 small business loans to help create 1,747 jobs with a total economic impact of over \$331 million. Additionally, Colorado Lending Source facilitates an entrepreneur development training, called Ice House, which helps established or aspiring entrepreneurs develop or refine their entrepreneurial mindset. Our mission is to foster the economic growth of diverse small businesses within our communities.