**Rural Community Assistance Corporation**

 **Job Description**

 ***Loan Administration Specialist***

**Classification:***Grade B*  **Department:** *Loan Fund*

# Status: Non-Exempt Supervisor: Loan Administration Manager

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Loan Fund Department**

The Loan Fund provides financial resources to rural communities and organizations across RCAC’s service area. The department provides assistance to potential borrowers to structure their funding requests to meet RCAC loan fund requirements. It works closely with the Communications Development and Events department to ensure that RCAC has adequate resources to meet loan requests and to develop new programs for the department. The department is responsible for investor relations and loan administration.

**Position Description:**

To provide general and specialized support services for Loan Fund, the Loan Fund Director and Loan Administration Manager. The loan support specialist is experienced in many software programs and is very familiar with RCAC's programs and systems. Major responsibilities include, but are not limited to: provide computer support; provide general office support; assist with preparation of staff reports and data entry; assist with initial loan set up; organize and prepare for the Loan Committee presentations; perform receptionist duties as needed.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation.** **Duties and responsibilities include but are not limited to:**

* Coordinate routine daily functions and provide general support to the Loan Fund team
* Create internal loan application set up
* Track and maintain database(s)
* Coordinate loan officer assignments
* Ensure copy and facsimile equipment and supplies are adequately maintained
* Train new employees in corporate systems and operations to meet department goals
* Review, edit and distribute staff reports to the Loan Committee
* Arrange for Loan Committee meetings
* Prepare Loan Committee minutes
* Become an expert on RCAC’s style manual and insure all RCAC documents abide by it
* Prepare and edit internal/external documents
* Provide computer software support/instructions to staff
* Act as back-up for reception desk and emergency coverage when needed
* Maintain Vendor Invoice records
* Process timely payments to Vendors for services rendered

**Skills and Qualifications**

* Must be able to work in a fast paced environment
* Type at a proficient skill level
* Proficiency with computer software including Microsoft Office Suite
* High proficiency with the English language, grammar, spelling and punctuation
* Effectively listen and communicate both verbally and in writing
* Provide a high level of customer service
* Take initiative to troubleshoot and solve problems
* Organize and prioritize work to meet established timelines
* Work independently and within a team environment
* Comfortable and working with a diverse range of individuals
* Operate multi-line telephone system

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to ten days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

**Experience**:

Two (2) years of applicable experience in finance (education may be substituted for experience).

**Preferred Education**:

Associate degree (additional qualifying experience may be substituted education).

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*