

STL PARTNERSHIP

Loan Portfolio Manager

THE ORGANIZATION

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses, and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support, and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting, and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

Accredited Economic Development Organization



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

THE POSITION

The Loan Portfolio Manager will be responsible for performing professional work of marked difficulty in managing program loans. Responsibilities include (but are not limited to) servicing the existing loan portfolio, liquidation of loans, engaging in frequent contact with clients or their representatives to discuss personal and business finance matters occasionally of a sensitive nature, independent decision making in the analysis of servicing requests where errors could result in potential program loss and completing reports for internal and external users.

Job Functions:

- Manages existing loan portfolio by monitoring the collection of financial statements, insurance certificates, and other documentation required by the loan documents; grades or supervises the grading of financial statements; processes collateral change requests; monitors monthly payments and delinquent borrower activity; make calls regarding collections; manages problem loans and liquidations; prepares amortization schedules and loan status reports for presentation to the board.

- Tracks renewal of UCC financing statements as required by individual loans; prepares continuations and filings of said financing statements with respective recording offices; monitors tickler system.
- Schedules loan payoffs (in the case of SBA 504 loans) and prepares collateral release documents for loans that have prepaid or matured; sends the recorded collateral release documents to the former borrower.
- Engages in customer service by talking with borrowers or their representative (e.g. bankers, attorneys, accountants) about their existing loan, manages issues regarding existing loans, and making site visits, as needed.
- Monitors internal guidelines, policies and procedures; updates systems as necessary and disseminates information to appropriate parties.
- Manages the Borrowers database in Ventures and Microsoft Access, creates queries and reports; enters data into the database.
- Uses Ventures software to monitor borrower compliance.
- Prepares the Semi-annual report for the Metropolitan Loan Program for submission to EDA.
- Prepares the SBA annual report.
- Completes the Accredited Lender Program (ALP) documentation for the SBA.
- Prepares the monthly Loan Status Report for the Small Business Relief Program.
- Assists with boards, such as the Industrial Development Authority (IDA), as needed.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

THE NEED

Professional qualifications for this position include:

Education: Bachelor's degree from an accredited institution with major course work in business, finance, accounting, commercial lending, or a closely related field.

Experience:

- At least three to five years of related work experience, including
- Knowledge of SBA 504 loan programs, as well as some other commercial and specialty loan programs (EDA, CDBG, etc.).

Knowledge of:

- Economic, financial, and accounting principles and practices, the financial markets, and the analysis and reporting of financial data.
- Policies, practices, and procedures involved in the administration of Small Business Administration loans and other commercial loans.
- Practices involved in banking and real estate transactions and associated legal documentation.
- Laws and regulations governing finance programs.
- Relevant legal terminology encountered in the course of work.
- Modern office practices and procedures, equipment, and systems.

Ability to:

- Communicate strongly both orally and in writing.
- Attend to details, calculate numerical formulas, and verify accuracy of amounts and calculations.

- Read and interpret financial statements and credit bureau reports.
- Organize and prioritize to ensure effective workflow and response to deadlines.
- Comprehend and make inferences from written materials.
- Establish and maintain effective working relationships with borrowers, Small Business Administration personnel, bankers, accountants, attorneys, title company personnel, board members, staff, and the public.
- Understand, interpret, explain, and apply relevant policies, procedures, and regulations.
- Perform and accomplish requirements of the job using appropriate general office equipment (i.e. fax machine, copy machine, calculator, multi-function telephone).
- Use basic computer word processing and spreadsheet/database management applications (i.e. Microsoft Word/Excel/Access/PowerPoint applications).
- Understand, interpret, explain, and apply relevant policies, procedures, and regulations.
- Perform light physical work exerting up to 25 pounds on an occasional basis; perform such activities as fingering, grasping, lifting, reaching, crouching and repetitive tasks.

INTERPERSONAL CHARACTERISTICS: A strong passion for equitable economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

THE REWARD

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization: stlpartnership.com

The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.