Position: CARES Act Revolving Loan Fund Administrator

Responsibilities

This is a highly responsible position working under the supervision of the SFRPC RLF Senior Loan Officer. The CARES Act Revolving Loan Fund Administrator will provide comprehensive loan portfolio administration to the CARES ACT loan application process and verification of loan documents based on Council guidelines and policies. Administrative duties will require proficiency and professionalism in all aspects of the duties inclusive of making and receiving phone calls, filing, copying and faxing.

Primary Duties

• Assist with all incoming telephone calls regarding the SFRPC CARES RLF Program as well as Council matters.
• Accountable to prepare and review loan documentation for accuracy and completeness.
• Review incoming loan applications for completeness, including verifying and analyzing loan documents.
• Assist in determining borrower’s qualifications, including help in obtaining Credit Bureau Reports.
• Prepare and maintain credit and legal files for borrowers.
• Work with legal counsel to process closing documents.
• Post and transmit loan payments; process borrower checks.
• Collection and credit maintenance activities.
• Work with the Senior Loan Officer to schedule SFRPC RLF Loan Program meetings, prepare agendas, and compile the necessary supporting documents.

Additional Responsibilities

• Seek and track loan payments from borrowers and book into the loan administration and accounting systems.
• Prepare monthly, quarterly, and annual loan financial reports for loan reporting requirements.
• Maintain ongoing communication with borrowers and ensure all parties are in compliance with loan covenants and requirements as stated in the credit agreements.
• Act in advisory capacity to senior managers and lead new work. Recommend business performance improvements.
• Communicate and assist Senior Loan Officer on identifying loan prospects, marketing, and ad hoc projects within department.
• Manage communications to legal, accounting, and Senior Loan Officer regarding pertinent issues related to products and borrowers.
• Manage and monitor a loan portfolio of work representing a significant amount of risk.
• Help make strategic decisions and provide guidance on optimal closing practices.
• Prepare and regularly review annual goals and career development plan with manager/supervisor.
• Review of incoming closing due diligence items to determine deficiencies. Maintain checklist of items received and items outstanding.
• Maintain database of all loan records with applicable closing documents and updates.
• Review entity structure documents to determine management and control i.e. the managing member (LLC); general partner (LP), a corporation, or an individual.
• Assist with closing of financing by preparing closing documents, responses to due diligence questions, and booking into loan management systems.
• Monitor the lending instructions received from customers and or agent banks for completeness, accuracy and intent. Proactive involvement with marketing and overseeing new closings and transaction processing, including daily review and management of upcoming events to ensure timely processing and verification of maturing loans and commitments.
• Audit all loan documents (after execution by borrower) to verify that the documents have been returned, signed, dated, and initiated properly. Ensure that any missing or altered documents are listed on the waiver report, and that proper approval for boarding with deficiencies has been obtained. Follow up on missing documents. Obtain necessary waivers before boarding a loan with exceptions.
• Develop, implement, and monitor operating policies, practices, and methods and procedures, and strategies to meet the objectives of the loan policies and ensure compliance.
• Pursue continual learning and development of personal goals to remain current of industry knowledge.
• Maintain loan files and credit administration reports.

**Knowledge, Skills & Abilities**

• Excellent interpersonal, verbal and written communication skills, including proper spelling and grammar.
• Proficiency in Microsoft Office365 and GMS.
• Ability to work well under time-sensitive deadlines.
• Ability to proof own work and work of others.
• Ability to work effectively with others.
• Ability to handle multiple tasks.
• Attention to detail is a requirement.
• Bilingual Spanish / English is a plus.
**Education/Experience**

- Minimum 5 years previous loan administration experience in a lending/banking organization. Bachelor’s degree required with a focus on business administration or related field.

**Physical and Sensory Requirements / Environmental Factors**

- **Physical Ability**: Duties require the ability to exert light to medium physical effort in sedentary to active work. This may include the occasional lifting, carrying, pushing and/or pulling of objects and materials of heavier weight. Tasks may involve extended periods of time at a keyboard or workstation.

- **Sensory Requirements**: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

- **Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

**License, Certification or Registration:**

- Must have a valid driver’s license and be able to secure a valid Florida driver's license at the time of employment within this classification.

**Job Location:**

South Florida Regional Planning Council, 1 Oakwood Boulevard, Suite 250, Hollywood, Florida.

**Salary and Benefits**: The SFRPC offers a competitive salary and full benefits package including medical, dental, vision, life insurance and retirement plan benefits. Salary subject to negotiation.

Please submit resume fully describing experience and qualifications to Jeff Tart, Senior Loan Officer, at sfadmin@sfrpc.com.

**Contact:**

South Florida Regional Planning Council
1 Oakwood Boulevard, Suite 250
Hollywood, Florida 33020
sfadmin@sfrpc.com; 954-924-3653