

## **SBA LOAN SPECIALIST**

**Position Location:** Austin, TX

**Start Date:** Immediately

### **Company Background**

PeopleFund creates economic opportunity and financial stability for underserved people by providing access to capital, education and resources to build healthy small businesses.

PeopleFund believes that healthy small business growth is the key to economic recovery and development and that every person, no matter their background or economic situation, has the ability to become a successful entrepreneur and job creator given access to resources they need. Our goal is to give people the opportunity to turn their talents into a sustainable livelihood and achieve financial stability for themselves and their families. We inspire, educate, fund, and elevate clients on the path to prosperity and the American Dream.

### **Job Description**

This position serves as the primary liaison between PeopleFund, the Borrower, U.S. Small Business Administration and other third party service providers to support the SBA program.

### **Primary Tasks**

- Works with Loan Officers and Underwriting Department to coordinate the packaging and closing of SBA loans in conformance with SBA SOP.
- Supports with origination, documentation and monitoring of SBA loans.
- Prepares and submits 4506-T's and contacts IRS to resolve issues.
- Review IRS tax transcripts for accuracy.
- Effectively manages all technical projects related to the SBA program.
- Ensures accurate records are maintained in customer files including lien perfections.
- Stays current on SBA regulations affecting loan documentation and perfection of collateral.
- Responsible for monthly reporting of SBA loan portfolio
- Conduct site visits (when needed)
- Perform other tasks as needed.

### **Requirements**

- Bachelor's degree or relevant work experience
- Minimum of three years of loan processing experience
- Experience in customer service, accounting, and reading financials (preferred)
- Excellent skills in managing multiple tasks requiring strong attention to detail
- Strong communication skills and positive, team focused approach
- Spanish preferred but not required

### **Compensation**

Salary DOE and benefit options available including medical, vision, dental, 401k match and life insurance.

### **How to Apply**

Please email a cover letter, resume and salary requirements to the Director of Lending, Jemerell Rogers, at [jrogers@peoplefund.org](mailto:jrogers@peoplefund.org). No phone calls please.