

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

**Loan Administration Manager**

**Description:**

This role sets up new loans in in our loan processing system, applies loan advances and payments, updates funding spreadsheets, sends funding emails to clients and their vendors, deposits checks, interacts with maturity reports, and addresses client financial concerns. This role supports the lending team in assessing best practices and products for PeopleFund’s clients and collaborates with the accounting and finance department to provide accurate reports and impact metrics.

**Duties and Responsibilities Include:**

* Responds to Chief Financial Officer for guidance and direction
* Supervise Loan Administration Assistant(s) and relevant interns within loan administration and finance departments
* Post-closing procedure for entire company portfolio
* Prepare and apply loan advances (to clients and their vendors) & payments (including recovery)
* Maintain funding workbooks for accurate data management
* Deposit checks via remote deposit and cuts checks out of QuickBooks
* Track client technical assistance
* Review maturity reports and generates other reports
* Close loans in loan management systems
* Assist with accounting reconciliation questions
* Assist with collateral release when clients’ accounts paid off
* Physical file folder organization; transfer to and from storage unit each year
* Assist with SBA Guaranty Packaging for loans in default
* Oversee loan modifications and returned payment entry in Nortridge Loan System (NLS)
* Administers NLS – status codes, creates new loan groups, program types
* Addresses client financial requests and concerns
* Attend and participate in PeopleFund events in support of PeopleFund’s mission
* All other duties as assigned

**Requirements:**

* Knowledge of finance/basic accounting
* Bachelor’s degree preferred or equivalent experience
* Excellent skills in managing multiple tasks requiring strong attention to detail
* Ability to gather and analyze information efficiently
* Adapts to changes in the work environment and offers suggestions to improve processes
* Strong communication skills and positive, team focused approach
* Spanish preferred but not required

**Benefits and Compensation:**

**Employee Benefits**

* Medical, dental, vision, and life insurance coverage. PeopleFund pays up to 100% for employee only.
* Paid time off and 12 paid holidays
* 401 (k) retirement plan with match
* Flexible Spending Account (FSA) and Health Savings Account (HSA) available for qualifying medical pans and expenses
* Dependent Child Care Spending Account available to employees who qualify
* Monthly cell phone allowance (if configured and used to receive and send PeopleFund calls and emails on personal device)

**Standard Terms of Employment:**

* Salary commensurate with experience
* Employment offers are subject to acceptable credit, background, and reference checks.
* Work week time of 9:00am to 6:00pm, Monday through Friday. Exceptionally, may require support to events and meetings outside business hours.
* Texas is an at-will employment state.

**To Apply:** Please review the job description and indicate in your cover letter why this opportunity is important to you. PeopleFund is committed to staff development and the organization offers the selected candidate a unique opportunity to grow with it.

Applications will be accepted and reviewed on a rolling-basis.

To Apply go to: <https://peoplefund.org/employment/>

*True to our Mission, PeopleFund is committed to recruiting and retaining a diverse staff, and to creating a respectful workplace anchored in a deep, shared commitment to diversity, equity and inclusion: we are proud to be an equal opportunity employer. PeopleFund welcomes applications from all qualified persons, including underrepresented groups who can contribute to our Team’s capabilities as we work together to meet the needs of underserved communities.*