



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

SBA 504 Underwriter

Duties and Responsibilities Include:

- Responsible for managing all aspects of 504 loan requests from the application stage through closing and debenture funding
- Responsible for tracking all loans in process via a loan tracking report
- Work with internal Business Development Officers, Borrowers, and Lending Partners in loan structuring, determining eligibility for SBA 504 loan requests, and the issuance of proposed term sheets
- Responsible for underwriting and preparing the credit approval package to be submitted to CDC loan committee or Board for approval
- Responsible for gathering and reviewing for accuracy all missing documents required to complete the CDC loan committee/Board package and final application package submitted to SBA for approval
- Responsible for reading and interpreting financial statements to perform credit analysis for SBA 504 commercial loans and measure against minimum loan criteria. Requires spreading financial statements, calculating ratios, developing financial projections, and effectively communicating assumptions and repayment ability in both written and verbal form
- Responsible for inputting data into Ventures loan management system, packaging request per SBA guidelines, and submission to SBA for approval
- Responsible for the review and analysis of all credit reports, purchase agreements, appraisals, and environmental & franchise documents received prior to SBA submission for approval
- Responsible for the verification of tax returns in file against IRS transcripts
- Responsible for the preparation and submission of all pre-closing modifications to the Loan Authorization to SBA
- Responsible for interfacing with lenders, SBA, attorneys, and borrowers to ensure accurate and timely completion of loan closings
- Responsible for working with designated attorneys to ensure that documentation is gathered that will allow for an opinion letter to be rendered
- Responsible for reviewing, interpreting, and evaluating documents received from lenders and/or borrowers for loan closing accuracy and sufficiency
- Responsible for reviewing all equity and loan draw backup from third party and interim loan funding for adequacy and eligibility
- Responsible for transitioning loan file to SBA servicing; post funding
- Responsible in concert with the SBA 504 Credit Officer and Loan Servicing Manager for post loan closing reviews with independent third-party professionals or SBA officials
- Responsible in concert with the SBA 504 Credit Officer and Servicing Manager for annual risk

- rating reviews as directed
- Other duties as assigned

Requirements:

- Bachelor's degree from four-year college or university preferably in Finance or Accounting and/or 3-6 years related experience and/or training; or equivalent combination of education and experience
- 3 – 5 years of experience in commercial loan underwriting, processing, packaging, and closing as it relates to SBA lending
- Experience underwriting SBA 7A and/ or 504 loans
- Experience closing and funding commercial loans, SBA 504 loans a plus
- Experience in financial statement analysis; formal credit training a plus
- Ability to work independently, analyze, problem-solve, and make sound decisions based on SBA and internally established policies and procedures
- Exceptional attention to detail with strong follow-through skills
- Excellent verbal and written communication skills
- Strong computer skills with a knowledge of Microsoft Office, particularly Word and Excel
- Excellent time management and project management skills; must be able to track and manage details for multiple clients and projects, and prioritize against daily responsibilities
- Strong people and communications skills are essential. Must be able to interact and cooperate with various personality types and work levels both internally and externally

Employee Benefits - PeopleFund provides the following benefits for employees:

- 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 driving record, 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 Submit the Following:

- Resume
- Cover Letter - review the job description, indicating 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.