

Amplio Economic Development Corporation Loan Closer/Paralegal Job Description

Looking for a job that makes a difference? Join our mission-based small business lending organization! Amplio Economic Development Corporation (Amplio) is a growing nonprofit economic development organization with a mission to provide innovative small business financing tools and help businesses grow. We are a small, team-focused office. Based in Arden Hills, we work across Minnesota and western Wisconsin. Join our team and help us make a difference in our community.

SUMMARY

The Loan Closer/Paralegal leads the closings for Amplio's SBA 504 commercial loans. This role will review SBA 504 loan authorizations, collect and compile closing documents, and complete SBA 504 mortgage closing transactions. The Loan Closer/Paralegal will work closely with lenders, borrowers, title companies, attorneys, and Amplio staff members to ensure that all requirements of the transaction have been met and the loan closes efficiently and according to SBA regulations.

The role will report to the Chief Executive Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review SBA loan authorizations.
2. Collect and compile loan and legal documents required for closings from lending partners, title companies, escrow companies, appraisers, attorneys, insurance companies and borrowers; verify completeness of documents; follow up on missing materials or discrepancies.
3. Prepare closing packages for SBA loans.
4. Schedule closings.
5. Answer borrowers' questions relating to details of transactions and obtain signatures of principal parties on necessary documents.
6. Close each transaction according to established procedures.
7. Discuss any requests for changes to approved loan structures with Loan Officers. Coordinate with appropriate parties to ensure transactions are completed.
8. Compile closing documentation to be sent to SBA, Central Servicing Agent and attorneys.
9. Provide cross-training, guidance, and support to other Amplio staff as needed.
10. Develop and maintain a thorough working knowledge of SBA lending guidelines and regulations, for both the 504 and 7(a) loan programs.
11. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES: This position does not have supervisory responsibilities, but does coordinate with a Closing Assistant.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION REQUIREMENTS:

A Bachelor's Degree in Business or related degree from an accredited college/university is preferred. Paralegal certification a bonus.

EXPERIENCE:

Eight to ten years of experience working in an office environment. Experience in a title company, paralegal role, or commercial lending organization, preferred. SBA experience a bonus.

KNOWLEDGE/SKILLS/ABILITIES:Technical Skills:

Knowledge of basic and specialized business software such as Word and Excel required. Knowledge of commercial lending procedures preferred. Experience with SBA 7(a) or 504 loan closing a bonus.

Communication Skills

Strong verbal and written communication skills, including the ability to draft reports and correspondence, and respond appropriately to clients, business representatives, and other employees. Strong customer service and interpersonal skills.

Management Skills

Ability to provide guidance to other team members to cross-train and enhance organizational learning; ability to lead project teams, delegate work, set realistic goals, and manage collaborative work processes.

Quality Focus

Holds high standards for accomplishment. Works with precision so minimal mistakes are made, gives clients and fellow employees exactly what they had in mind, and catches and tactfully corrects mistakes of others

Critical Thinking Skills

Reasons and reflects on the project at hand, has the ability to understand implications of actions, and seeks and applies relevant information for each project and applies to problem or situation.

Learning Orientation

Maintains current skills and abilities; able to identify when they do not have complete knowledge for a given situation and seeks assistance; actively pursues further learning; learns from mistakes.

Visioning and Idea Generation

Is able to generate a number of different approaches to one problem and develop ideas about how each approach would affect the company, the client, or the project.

Integrity/Trust

Communication and interactions are clear, consistent, appropriate, and honest. Communication about concerns is direct and timely. Commitments are kept. Responsibility for actions is accepted.

Service:

Demonstrates an understanding of Amplio's service standards and strives to achieve them; treats all clients and co-workers with dignity and respect at all times.

Teamwork:

Builds cohesiveness and pride within the team; promotes effective working relations and works collaboratively as part of the larger team to facilitate Amplio's ability to meet its overall goals and objectives and the goals of its clients.

Respect for Others:

Takes actions that indicate a consideration for others and being aware of the impact of one's behavior on others; demonstrates respect for diverse backgrounds of all clients and coworkers.

Time, Resource, and Priority Management:

Optimizes use of time and organizational resources; efficiently utilizes tools, resources, techniques, and/or systems to organize tasks. Balances multiple priorities simultaneously, ensuring the timely and accurate completion of each task while maintaining quality standards and poise in stressful situations.

WORKING ENVIRONMENT, CERTIFICATES, LICENSES, REGISTRATIONS:

Physical Demands of Position:

Seeing, color perception, hearing, listening, clear speech, hand dexterity, and ability to lift up to 25 lbs.

Working Conditions:

Position works in our Arden Hills office on a full-time or hybrid basis. Standard office environment: frequent use of personal computer, copy machines, printers and other office equipment. Requires extended periods of sitting. Must have a valid driver's license and automobile and be able to drive to client sites, business meetings, and closings as required. May require occasional air travel to attend training sessions out-of-state.

*Job Descriptions are not exhaustive lists of all skills, responsibilities, or efforts associated with a job. They reflect principal job elements essential for performing the job and evaluating performance.

COMPENSATION AND BENEFITS:

The salary for this position is between \$60,000 to \$90,000 per year, based on experience. Amplio offers bonus pay; health, life, and disability insurance; 401(K) match; and paid holidays, vacation, and PTO.

TO APPLY:

Please send a cover letter and resume to Jonathan Sage-Martinson, CEO, at jonathan.sagemartinson@amplioedc.com. Applications will be reviewed as they are submitted.