



## Business Lending Specialist (Loan Officer)- BCL of Texas Job Description

**Location:** 2212 S. Congress Ave, Austin TX 78704

**Reports to:** Chief Executive Officer, Director of Lending

**Salary:** DOE, Full Time

**Benefits:** 100% Paid Medical, dental and vision insurance; SIMPLE IRA Contribution; Paid sick leave (12), holidays (10), vacation (10), and ability to earn comp time.

**Position Summary:** The Lending Specialist is responsible for providing support with preparation of loan packages through loan packaging, underwriting, processing, closing, and handling customer service requests & transaction information. This support includes review of loan documentation to ensure adherence to BCL of Texas standards, state and federal regulatory requirements. The position requires working directly with customers and the lending team to originate new customers, develops lending solutions, provide superior customer service and lead in loan portfolio reporting.

### Primary Tasks:

- Responsible for processing, underwriting, closing, and servicing commercial loans
- Process and close 3-6 loans a month with few to no errors.
- Process SBA and in-house loans, including real estate, equipment and construction/multi-purpose loans.
- Create and implement strategies to originate SBA and in-house loans in the Central Texas market.
- Develop a referral network with commercial real estate brokers, business brokers, business/professional associations, accountants, lawyers, etc. to solicit SBA and in-house loan opportunities.
- Educate and influence partners on SBA and in-house loan programs to meet client needs
- Order all items necessary for underwriting, loan processing and loan servicing loan file, i.e., insurance, flood certificates, good standings, title policies if necessary.
- Write correspondence SBA, borrowers, escrows/attorneys, title companies, insurance companies, etc.
- Work closely with title and attorneys and escrow companies to close deals efficiently and timely.
- Review preliminary loan commitments.
- Order all closing documents including construction documents when necessary.
- Prepares loan files for funding.
- Continually follows-up with Loan Officers and other participants to ensure clean and efficient loan closings.
- Follow-up with loan officers regarding completeness of loan conditions.
- Coordinate multiple files for closing concurrently, or within a short period of time.
- Review loan packages for accuracy and completeness.
- Review and determine collateral.
- Order third party reports (appraisal, environmental, prelim, valuations, etc.)
- Strong working knowledge of Bank policy and SBA lending programs and requirements.
- Ability to analyze personal financial statements and credit bureau information.
- Ability to analyze business plans, financial projections, cash flow projections, pro-forma financial statements and conduct financial trend and ratio analysis.
- Handle customer inquiries (both internal and external) in a professional and timely manner
- Required to document all time spent with businesses in customer databases.
- Participate in weekly staff meetings as well as lending staff meetings



- Participate in projects as needed to accomplish overall BCL goals and strategies
- Ability to meet with customers, partners, and corporate office lending staff.
- Analyze, evaluate, and report credit worthiness of current and prospective business customers with lending team or for customer action plan.
- Underwrite loans by preparing well-written, detailed, loan write-ups in accordance with BCL loan policy incorporating all facets of financial loan analysis.
- Present loan underwriting to external and internal loan committees
- Lead in loan closings to ensure client understands covenants requirements; schedule initial follow-up meeting with client during loan closing
- Prepare and maintain loan customer file entries, communications, complex actions, etc.
- Work with existing loan customers as assigned.
- Evaluate existing loan client performance through spreadsheet analysis of balance sheets, income statements, cash flows, and ratio analysis.
- Assist in marketing strategies of all lending and business development programs.

**Qualifications:**

- Proof of a Bachelor degree in Business Administration, Finance, Accounting, Economic Development, or related field
- At least three years of direct business lending, servicing, closing and workout and restructuring experience, ideally in a commercial bank or CDFI. NOTE: (No mortgage experience can be substituted for commercial lending experience)
- Two years or more of SBA program administration knowledge
- Understanding of financial evaluation tools including ratios, cash flows, break-even points, etc.
- Skills in preparing and presenting accurate written and oral summaries of financial analyses prepared
- Proficiency with Microsoft Office applications including Word, Excel and PowerPoint
- Ability to establish and maintain effective working relationships with co-workers, customers, lenders, investors, other agencies, and the general public.
- Exceptional written and oral communications and interpersonal skills
- Strong time-management, multi-tasking and organizational abilities
- Strong negotiation and sales skills necessary
- Results oriented
- Self-starter with the ability to work independently as well as collaborate with a close-knit group
- Ability to take initiative and focus on results
- An openness to learning new skills and systems, with an entrepreneurial work ethic

**Required Items for Submission:**

- Resume including salary history
- Professional reference list with contact information
- Cover Letter- a letter that explains your interest in working for BCL and the experiences you have had that you think are most relevant to the position

For more information regarding the position please contact Raquel Valdez, Director of Corporate Strategies via telephone (512-912-9884) or email ([rvaldez@bcloftexas.org](mailto:rvaldez@bcloftexas.org)).