

Community First Fund - December 2016
Job Posting: Vice President, Loan Administration

Vice President, Loan Administration

Community First Fund is seeking an individual to lead the loan administration function. She/he would be an integral part of the organization's leadership and have general responsibility for oversight of the loan portfolio performance and lending policies and procedures. Oversight includes management reporting, loan file maintenance, loan collateral and insurance documentation, loan closings, loan delinquencies and work out, as well as responsibility for maintenance of loan risk rating systems.

Responsibilities:

- Provides day to day supervision, training and evaluation to all members of the Loan Administration department.
- Ensures high performance of the loan portfolio including individual and portfolio risk ratings and providing management with periodic reports on loan quality, loan concentration and risk management issues. Ensures department meets all portfolio performance benchmarks.
- Ensures timely and accurate review of Loan Policy, including providing management with recommendations for revisions and additions to the loan policy.
- Oversight of loan underwriting staff responsible for analysis of all financing applications, including but not limited to business loans, commercial and residential real estate, tax-credit finance and community development finance.
- Oversight of Loan Documentation staff responsible for processing and closing loans. Confirm all documents are completed, accurate and that proper collateral filings have been made. Provides guidance to Loan Administration staff in following up on missing documentation as needed. Provides reports to management regarding documentation issues and problems with loan file information.
- Oversight of timely and accurate loan closing procedures to insure highest possible level of customer service while maintain strict adherence to existing loan policies and procedures.
- Ensures consistent management of the central loan files to insure that each loan file is complete and that security and confidentiality is maintained for all loan files.
- Oversight of staff that conducts collateral filings and insuring that all collateral is up to date and properly valued. Provides reports to senior management regarding status of collateral filings and any apparent issues or problems which require attention.
- Oversight of staff responsible for loan collections, problem loans and loan workout. When necessary, directly involved in loan workouts for complex loans.
- Attends and participates in weekly Staff Loan Committee and monthly Senior Loan committee. Ensures proper minutes are kept of each meeting and that minutes are appropriately filed client files and central loan committee minutes files.
- Ensures coordination of preparation of Senior Loan and Loan Administration Committee meeting packets with support of Loan Administration staff.
- Serves as chair of Loan Administration meetings, delinquency and workout meetings and ensures timely follow up on all decisions of these groups. Ensures that minutes are kept of all meetings which clearly outline decisions and action to be taken.
- Oversees the development and maintenance of Loan Administration Department procedures and provides staff with appropriate training to carry out policies and procedures.

Requirements:

- Bachelor's Degree and at least seven years progressively responsible experience in management of loan administration functions.
- Strong knowledge of commercial loan underwriting for business loans and commercial real estate loans. Knowledge of community development finance and residential real estate finance is beneficial.
- Strong written and verbal communication skills.
- Strong supervisory skills as demonstrated by past supervisory experience, especially in the area of loan administration.
- Strong skills in Excel, Microsoft Word and Microsoft Outlook.
- Capacity to learn departmental software systems, including but not limited to Baker Hill, TEA and LaserPro.
- The ability to maintain a high degree of accuracy and attention to detail.