



108 Church Street, 3rd Floor | New Brunswick, NJ 08901 | 732.640.2061 phone | 732.543.1201 fax | www.newjerseycommunitycapital.org

Commercial Loan Administrator

Passionate about groundbreaking community development and mission-driven leadership in a growing organization? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

At our core, New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Essential Functions

The Commercial Loan Administrator will be responsible for the timely preparation, reconciliation, and processing of loan draw requests. The Commercial Loan Administrator will be a key support in the loan closing and loan draw request functions. Working with the Portfolio Management and Compliance team, you will:

- Review, reconcile, and process loan draw requests submitted by borrowers.
- Maintain the Borrower financial statement tickler, UCC tickler file, and property insurance tickler and follow up on renewal certificates.
- Prepare and consolidate documentation for funding advances.
- Create, maintain, and scan loan advance files to server.
- Order construction inspections and review construction inspection reports.
- Assist Compliance to follow up on post-closing exception documents.
- Recommend periodic updates to loan draw process to ensure compliance with current business trends and industry standards.

Qualifications

Candidates should have a demonstrated interest in the field of community development and an enthusiasm towards NJCC's mission and vision. NJCC will give preference to candidates based on the following qualifications:

- Associate's degree in Business; Bachelor's degree in Business preferred.
- 3 years of experience in a similar position.
- Knowledge of commercial real estate and business lending terminology and documentation requirements.
- Proficient computer skills and knowledge of Excel.
- Ability to read loan documents, project budgets, inspection reports, AIA documents, and title reports and compose routine reports and correspondence.
- Detail-oriented with ability to handle and prioritize multiple tasks.
- Ability to work independently and collaboratively and interact with clients and other professionals.
- Limited travel may be required.

Work Location

The position is located at 108 Church Street in New Brunswick, NJ 08901.

Work Schedule

Business hours run from 8:30 a.m. to 5:00 p.m.

Compensation & Benefits

We offer a competitive nonprofit salary based on experience and skills (\$50-\$55K/annually), as well as a generous benefits package, including health, dental, disability and life insurance; 401(k) retirement plan after a year of service; flexible spending accounts, including medical, dependent care, and transportation; and 25 paid leave days, including sick and personal days plus 12 paid holidays.

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter and your résumé to kcastillo@njclf.com. Please include "Commercial Loan Administrator – *Your Name*" in the email subject line.

Check us out at www.newjerseycommunitycapital.org!