



Job Posting

Position Title: Commercial Loan Assistant-Post Close

FLSA Status: Hourly, Non-Exempt

Department: Lending

Pay Grade: 2

Reports To: Vice President, Lending

Location: Marquette MI

Northern Initiatives' Mission

What We Do

Come help us build communities, create jobs and support families! Northern Initiatives (NI) is a non-profit Community Development Financial Institution that provides loans and business services to small business owners and entrepreneurs, with a renewed focus on people of color and underserved areas of Michigan. We are one of the nation's most respected lenders – and we're growing! You will make an immediate impact on our team.

Position Summary

This position is responsible for conducting tasks related to collateral and record keeping after a customer loan is closed. This detail-oriented position will complete documentation related to all forms of collateral for NI loans, as well as track expiration of insurance and UCC filings

Essential Duties and Responsibilities

This position will assist lenders with the primary goals of finalizing the loan closing process and following up on post-close documentation. Further development in the job would be training on performing the Pre Loan and Loan Close activities related to a loan package.

Post Loan Booking

- Assist Loan Officer with documenting and timely clearing of post-closing items.
- Track post-close tasks and document when they are completed.
- Input loan data into various NI software systems.
- Assist with compiling and submitting of other Funder required information as assigned.
- Assist with the collection of loan metric data.

Portfolio Management

- Maintain organized and accurate electronic and paper loan files.



Additional

- Record data about client and development activity in customer resource management (CRM) software in order to maintain NI’s goal of a comprehensive CRM.
- Assist with activities and information required for external audit of loan portfolio.
- Other duties/projects, as assigned.

Education Requirements

Degree/Diploma Obtained	Program of Study
Associates Degree or equivalent work experience	Business, Accounting, English or similar studies

Experience Requirements

Years of Experience	Type of Experience
1-3 Years	Insurance, Real Estate, Banking or similar

Our Goals

- Help small businesses bring growth, innovation, quality jobs, and resilience to communities
- Celebrate diversity
- Strengthen partnerships and build new alliances to increase our impact
- Be kind, helpful and adaptable
- Make our communities great places to live, work, play, visit and do business

About Us

Over the last 25+ years, NI has loaned \$80 million to more than 1,600 small businesses. Access to our Initiate technical assistance portal is included with each loan and features a suite of practical trainings, tools and resources that matter to every business owner. We provide money and know-how that develop business skills and strengthen the economy.

We are currently working in a hybrid fashion, from a home office or one of our four offices around Michigan (Marquette, Muskegon, Battle Creek, Grand Rapids). This position will be based in Marquette.

To Apply, email a current resume and letter of interest to Careers@northerninitiatives.org or apply on [Indeed.com](https://www.indeed.com)