



Job Post

Position Title: Commercial Loan Assistant	FLSA Status: Hourly, Non-Exempt
Department: Lending	Pay Grade: 3
Reports To: Vice President, Lending	Location: Marquette or Grand Rapids

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 more respected lenders – and we're growing! You will make an immediate impact on the team.

Position Summary

The Commercial Loan Assistant is responsible for assisting Loan Officers with processing new loan requests, creating loan closing documentation, conducting due diligence tasks and performing assigned portfolio management duties. The Commercial Loan Assistant may assist with training entry level commercial loan assistant(s).

Essential Duties and Responsibilities

This position will assist lenders with the primary goal of finalizing the loan closing process.

Pre Loan Approval

- Respond to inquiries for information as requested by customers and applicants.
- Interact with customers and various service providers, such as title companies and insurance companies, as needed.
- Notify appropriate loan committee members of upcoming committee meetings, and make all loan memos and documents available for members to review.

Post Loan Approval

- Analyze and interpret the loan approval and committee recommendations to determine borrower, collateral and guarantor requirements.
- Create checklist of documents required for loan closing.
- Obtaining due diligence items such as: title search/commitment, UCC search, insurance verification, flood determinations, real estate evaluations and

appraisals.

- Promptly and accurately determine when all loan approval conditions have been satisfied.
- Prepare all necessary loan documentation for new loans, or loan modifications, using loan documentation software.
- Review closing documentation and ensure it is in compliance with loan approval, NI Loan Policy and funder requirements.

Post Loan Booking

- Assist team members with documenting and timely clearing of post-closing item.
- Record loan and customer data in NI systems.
- Prepare documentation and obtain required signatures for loan draw down requests, verify funds available and outstanding items to be collected prior to advancing funds.
- Assist with compiling and submitting of other Funder required information as assigned.
- Assist with the collection of loan metric data.
- Organize electronic loan files per lending department processes.

Portfolio Management

- Assist Loan Officers with monitoring and collection of past due loan payments via timely phone calls and correspondence to borrowers.
- Maintain organized and accurate electronic and paper loan files.



Education Requirements

Degree/Diploma Obtained	Program of Study
Associates Degree, or work experience related to business	Business or Accounting

Experience Requirements

Years of Experience	Type of Experience
3-5 Years	Loan Closing, Loan Processing, Title company work, or other like experience.



