

Job Summary

Company:	New York Business Development Corporation
Location:	Albany, NY
Industries:	Financial Services
Job Type:	Employee - Full Time
Title:	Closing Processor

About the Company

New York Business Development Corporation (NYBDC) provides creative financing to small businesses to promote opportunity, prosperity, economic growth and entrepreneurship. At NYBDC, we are consistent in our goal to be creative in our underwriting. In many cases NYBDC financing solutions include participations, SBA guarantees, flexible amortization and long-term payouts on loans approved and funded.

About the Job

NYBDC seeks to hire a Closing Processor. The Closing Processor will be responsible for assisting loan officers with various loan closing functions.

Duties and Responsibilities

- Maintaining files for committed loans
- Following up with appropriate parties to obtain additional information
- Communicating loan closing status and related procedures to applicant, bank and closing counsel
- Preparing documentation for closings
- May process loan advances and prepare associated accounting documentation
- Preparation of various activity and status reports
- 327 Actions, Appraisal and Environmental Processing, No Adverse Change Memos, equity substantiation, and communication with bank, borrower and closing counsels.
- Additional position-related duties and responsibilities as assigned by supervisor

Position Specifications

- High School Diploma or Equivalent
- 5 or more years of closing experience
- Must be detail- oriented and organized
- Excellent communication, phone and customer service skills
- Strong computer skills
- Current knowledge of loan closings and documentation procedures

We will give consideration to and provide training for veterans interested in a career in finance/ banking provided that the applicant has completed at least two years of college with a concentration in finance.

We are an Equal Opportunity Employer and comply with all applicable federal, state and local laws regarding nondiscrimination. We provide equal opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or protected veteran status.