



Office and Loan Assistant-Intern

Part time 20 hours per week schedule flexible

Starting pay @ \$14.00 per hour

1. **Assist in the Preparation of documentation in support of lending functions.**
 - Gather information needed to prepare loan request and summary of applicant's management expertise (SBA Application for 504 loans) to present to Mid State Development's Loan Committee and subsequently to the Small Business Administration.
 - Contact customer, lender, accountant, etc., as needed to complete package.
 - Analyze financial statements and break out cash flow to complete the loan application.
 - Prepare the lenders Analysis which includes eligibility, history, repayment ability, etc. to be included in the package to SBA.
 - From the industry software system, prepare documents necessary to be included in package to be forwarded to SBA.
 - Set up appointment for customer to sign documents, financial statements, and other documents, as needed.
 - Forward completed package to SBA for loan approval consideration.
 - Follow for required supporting documentation such as Appraisals and Environmental investigation.

2. **Assist in the Maintenance of servicing files and office database.**

Input regular servicing data (financial statement and insurance,) on a regular basis.
Perform routine servicing tasks.

3. **Assist in management of closing process.**

Maintain working knowledge of loan in the Construction and Closing status on internal software system.

4. **Work as part of Customer Service Team**

Keep office staff aware of problems encountered so that the customers' expectations can be met or exceeded.

Experience/Skills needed:

Basic accounting (Good understanding of financial statements important.)

Basic office skills (keyboarding)

Experience in Microsoft Office including (Word, Outlook, and Excel)

PowerPoint setup & presentations

Solid communication skills

Employee will be required to submit (a) proof of eligibility to work in U.S. in accordance with immigration reform and control act of 1986 and (b) SBA form 1081 along with fingerprints and other information required by SBA.