



## **SMALL BUSINESS LOAN PROCESSOR**

Inclusifi and its affiliates, the Palm Beach County Black Business Investment Corporation (BBIC) and Pathway Capital Funding (PCF), seek to fill the position of Small Business Loan Processor. We are a local leader in equitable lending and an ally to underestimated entrepreneurs. We pair financing expertise and on-the-ground advocacy to give small business owners access to the affordable, patient capital they need to start, grow, and thrive.

Reporting to the Loan Officer, the Small Business Loan Processor will assist our Small Business Loan Officer in collecting and compiling relevant information for loan requests. In addition to reviewing supporting documentation to ensure accuracy and completeness. They coordinate the loan approval process by working closely with loan officers, underwriters, and customers to ensure a smooth and timely approval process. Prepares loan documents for loan closings according to our policies and regulations and assures that appropriate documentation is completed accurately. This dynamic role will involve managing applicant interactions, coordinating appointments and meetings, maintaining office records, and assisting with special projects as needed. This is a full-time in-office position, Monday – Friday, 8:30 am – 5:00 pm, with occasional evenings and weekends as requested.

## **RESPONSIBILITIES**

### **Loan Processing & Documentation Management:**

- Collect, review, and verify all required documents for loan applications (e.g., financial statements, bank statements, tax returns, and personal documentation).
- Initiate the credit memo, and ensure applications are complete and meet underwriting and regulatory guidelines. Pull reporting data to support
- Identify and resolve issues or discrepancies that may arise during the loan processing phase.

### **Customer Communication:**

- Function as a point of contact for loan officers during the loan process, providing updates and addressing any questions or concerns.
- Request additional information or clarification from the customer and loan officer as needed to complete loan applications.

### **Coordination with Loan Officers and Underwriters:**

- Work closely with the Loan Officer to ensure all customer information and documentation is accurate.
- Submit completed loan applications and credit memos to underwriters for review and approval, addressing any discrepancies or missing information.

### **Compliance & File Organization**

- Ensure all loan files comply with the company's internal credit policy and other funding policies and procedures.



- Maintain accurate records of all loan files and other related documentation. Follow pre- and post-closing standard operating procedures.

#### **Qualifications:**

- High school diploma or equivalent; associate or bachelor's degree in finance, business, or related field preferred.
- Previous experience as a Loan Processor or in a related role within the financial services industry. Familiarity with mortgage, personal, or commercial loans.
- Strong attention to detail and organizational skills.
- Excellent communication and customer service skills.
- Ability to manage multiple tasks and work in a fast-paced environment.

#### **BENEFITS**

- Competitive compensation commensurate with experience.
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Generous paid time off and holiday pay, including eleven national holidays.

#### **About the Palm Beach County Black Business Investment Corporation (BBIC)**

The BBIC aims to expand the participation of Black business enterprises in all segments of Palm Beach County and the Treasure Coast Region economies by creating a perpetual flow of capital for their growth and aggressively promoting an atmosphere conducive to their development.

#### **About the Pathway Capital Funding, Inc. (PCF)**

PCF focuses on expanding capital flow to small, minority, and women-owned businesses in Palm Beach County and the Treasure Coast of Florida, supporting businesses in low to moderate-income areas that substantially hire low-income individuals and offer livable wages.

#### **COMPENSATION**

Competitive salary commensurate with experience. Full-time positions receive Medical, Dental, Vision, Life Insurance coverage, paid vacation, holiday, and sick leave days.

#### **TO APPLY**

Interested candidates should email a resume/CV, a thoughtful cover letter that outlines how your skills and experience meet the qualifications of the position, and salary requirements to [careers@pathwaycf.org](mailto:careers@pathwaycf.org) with "Small Business Loan Processor" in the subject line. InclusiFi and its affiliates, the Palm Beach County Black Business Investment Corporation, and Pathway Capital Funding are equal-opportunity employers and welcome candidates from diverse backgrounds.