



Job Title: Loan Officer

Location: St. Joseph, MO

Full-Time: Monday - Friday 8:00am to 5:00pm

Work Location: In office

Position Summary: The Loan Officer is responsible for administration and performing duties related to processing, packaging, closing, and funding all SBA loans, ensuring that loans fully comply with SBA 504 and 7(a) regulations. Collect and analyze financial data and related information to determine creditworthiness.

Qualifications Required: The Loan Officer must have a combination of four years experience in accounting or finance or equivalent education in Finance/Accounting, Credit Analyst, and or Commercial Lending. SBA lending experience preferred.

Persons in this position must possess:

- Knowledge of SBA lending market including 504 loan programs and SBA 7(a)
- Ability to prepare and review loan/application packages for submission to the SBA, ensuring accuracy and completeness of all required documents
- Knowledge of accounting principles and practices
- Effective oral and written communication and organizational skills
- Ability to establish and maintain effective working relationships with customers, lenders, vendors, and co-workers
- An ability to adapt to a fluid environment, react and work well under pressure
- Self-motivated and demonstrate the ability to resolve issues
- Strong computer skills, with experience in Microsoft Officer Suites, Adobe, and Lending Software including the Capital Access Financial System (CAFS), Income Verification Express Service (IVES), and Ventures preferred

Marketing: Educate potential borrowers and lenders about the benefits of the program, leveraging various marketing channels, and building strong relationships with small business owners and regional economic developers.

Physical Requirements: Individual must possess a valid driver's license and access to a motor vehicle to be used for business purpose travel within the region.

Supervision: The Loan Officer will work under the direct supervision and direction of the Executive Director and will be expected to complete assignments independently or as a member of a project team.



224 North 7th Street
St. Joseph, MO 64501



www.mo-kan.org



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816-233-3144

**Benefits:**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Retirement
- Health Savings Account
- Parental leave
- Paid time off

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties that may be required. All employees are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine duties.

Salary and Commission based on experience**Application Process**

Applicants must submit resume to Mo-Kan Regional Council, 224 North 7th Street, St. Joseph, MO 64501 or email to kathy@mo-kan.org.

Mo-Kan Regional Council is an equal opportunity employer.



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