



Job Title: Small Business Loan Processor
Job Type: Full Time/Part Time - 20 – 25 hours / week
Application Deadline: Friday, July 9, 2021, at 4:00 pm

Position Summary:

CEDC seeks a Small Business Loan Processor who has the right combination of bookkeeping experience and administrative skills to handle the day-to-day financial transactions associated with our lending program. While this role primarily supports the lending team, it will also assist the accounting team and play a part in general administrative operations. The ideal candidate has worked in an accounting role, is extremely organized and detail-oriented, and always has a positive, can-do attitude.

Responsibilities include, but are not limited to:

- Maintain and update loan client database, including processing loan documents and information, sending out individual and batch billing statements, tracking A/R from clients, and running client reports
- Assist CEDC business development and lending team by researching and completing missing data as needed, and entering data into client database
- Provide accounting and administrative support to CEDC accounting team
- Track and restore any accounting discrepancies
- Assist with monthly and quarterly submission of key reports, both internally and externally
- Create and maintain positive, professional relationships with new and existing clients, and communicate as necessary via phone and email
- Attend CEDC internal meetings as well as CEDC Board and Committee meetings

Characteristics of ideal candidate:

- Energized by multi-tasking and capable of prioritizing with ease
- Comfortable communicating via phone, email, and video meetings if needed
- Self-starter. This position will not be micro-managed
- Attention to detail and persistence in follow-up
- Performs tasks with a sense of urgency
- Ability to work proficiently; strong financial acumen preferred

Requirements:

- Proven accounting experience, preferably in A/R, A/P and G/L functions
- Competency in MS Office, databases and accounting software
- Hands-on experience with excel spreadsheets and financial reports

Why work with us:

We're a small but growing team of friendly, hard-working individuals who are committed to supporting the small business owners throughout our county. It's meaningful work and we look forward to welcoming the right person for this role.

About CEDC

CEDC's mission is to strengthen the area's tax base through economic development and job creation, to assist business to locate and expand within the County, and to promote Columbia County as a premier spot for both business investment and personal opportunity. Since 1995, CEDC has been helping small business owners navigate new ventures and market expansions. Through our microbusiness program, we partner with local banks and business experts to bring our clients the best in business advice, technical assistance and lending opportunities.

Application Procedures

All interested persons meeting the minimum qualifications are encouraged to submit a Cover Letter and Resume by EMAIL ONLY to:

Lisa Draushuk at ldrahus@columbiaedc.com

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