Loan Processor

Are you interested in a position that will make a difference in your life and the lives of others?  Community Teamwork is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

We are seeking a part-time Loan Processor who will work directly with the MVSBC Microloan Fund and who will be responsible for performing a variety of loan documentation duties including, but not limited to, collecting required loan documentation, compiling and presenting completed loan packages to the MVSBC Director, entering applicant and loan data into system database, and reporting on loan progress to required entities.  The individual in this role will also work with applicants to prepare financial worksheets and projections; establish, maintain, and update files, databases, records, and/or other documents, and prepare loan underwriting and closing documentation.

Qualifications include:
- Associates or Bachelor's degree in business, finance, accounting, or related field.  Two years' experience in banking, lending, or business ownership may substitute for education.
- Experience in economic development and/or small business development preferred.
- Experience in lending and/or banking preferred.
- Experience in reviewing legal documentation and/or underwriting preferred.
- Proficiency with QuickBooks Accounting Software.
- Proficiency with MS Office Suite, particularly Excel.
- Excellent bookkeeping and accounting skills.
- Excellent analytical and problem solving skills.
- Bilingual (English/Khmer, Spanish, or Portuguese) a plus.

If you are interested in this position, please email your resume with cover letter to:  HR@commteam.org.  Please include the position you are applying for in the email subject line.  Or, you may fax your resume with cover letter to:  (978) 937-5824.

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.