



**Position:** Loan Officer

**Reports to:** Director of Lending

**Salary:** Commensurate with experience

**Status:** Full-time

**Location:** Keshena, WI

***Posting closes - January 2<sup>nd</sup>, 2023***

**Description:**

The Loan Officer position will serve as the first point of contact between the company and clients. They will assist potential clients in the application process, along with providing technical assistance to clients as needed.

**Essential Duties:**

- Provide one-on-one technical assistance to clients which includes business planning, financial projections, market analysis and market strategy
- Assist in generating business plans, financial proposals or credit memos resulting in loans
- Performs underwriting and due diligence tasks under supervision, in accordance with NiiCaP's Loan Polices
- Prepares credit memos for presentations to the Loan Committee
- Manages loan closings by collecting required documents prior to closing, completing loan agreement and promissory note templates and obtaining signatures.
- Complete annual loan monitoring reports and identify borrow agreement violations and technical assistance needs
- Work closely with clients to achieve credit worthiness
- Prepare and conduct small business training classes at least once per month
- Other duties as assigned

**Minimum Qualifications:**

Associate degree in business, finance, accounting or closely related field.

Three years' experience in the lending industry, along with proven experience in small business counseling and/or business plan development

A valid driver's license, with reliable transportation and automobile insurance.



Experience with Microsoft Office to include Word, Excel, Outlook, and PowerPoint, accounting software i.e., QuickBooks, and loan portfolio software.

**Other Skills, Knowledge and Abilities:**

- Strong written and verbal communication skills
- Experience in administration/office management
- High ethical and professional standards
- Strong sense of confidentiality
- Attention to detail
- Strong problem-solving skills
- Abilities to efficiently manage multiple projects with accuracy
- Self-motivated with the ability to work independently

\* Native American preference in hiring.

*NiiJii Capital Partners, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. NiiJii Capital Partners Inc. provides affordable loans and financial education to Native communities located in the mid-western region of Wisconsin*

***If interested in applying, please send an email by January 2, 2023 to [kfrechette@niicap.org](mailto:kfrechette@niicap.org) with the following information:***

- ***Interest Letter***
- ***Resume***
- ***Any relevant documentation that supports meeting the minimum qualifications***

***If claiming Native American preference – copy of Tribal Identification card or CIB***

NiiJii Capital Partners, Inc., is an equal opportunity employer and abides by all state and federal laws.