



Job Announcement

Position title: Loan Processor
Reports to: Economic Prosperity Programs Director
Classification: Full time, non-exempt
Supervises others: No
Salary: \$19.26-\$25.68 per hour

About us: Opening Doors, Inc., supports immigrants, refugees, survivors of trafficking, and others on their path towards stability, self-sufficiency and belonging. Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate will have strong attention to detail and accuracy. They will work in a fast pace environment and learn new tasks and skills quickly. They will have an appreciation for the important role by providing key administrative support to the staff and clients from diverse backgrounds. They will also always seek to learn new skills.

Responsibilities: The essential duties and responsibilities of this position include the following. Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

- Collect and process all credit, financial and documentation files.
- Prepare loans documents through DownHome and review them to ensure accuracy.
- Review loan application file to verify that application data is complete and meets establishment standards, including type and amount of loan, borrower assets, and liabilities
- Work closely with all parties involved to assist in a timely processing, credit approval, and closing of new loan applications.
- Work closely with accounting department to process payments and post in QuickBooks
- Prepare and review for accuracy all account statements, reports, and other records relating to Economic Prosperity programs
- Work closely with loan specialists and accounting department to ensure procedures are followed in the closing and the funding of the loans.
- Addresses all inquiries regarding loan documents and amends or updates items as needed.
- Assist clients with any loan questions and/or concerns.
- Liaison between the Prosperity Program and the Accounting department.

Required Qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- One-year experience as a loan processor or related field.

- Knowledge of financial and collateral documentation for small business loans.
- Professional verbal and written communication skills.
- Excellent customer service skills and a positive attitude.
- Capable of dealing with frequent change, delays, or unexpected events.
- Careful about detail and thorough in completing work tasks.
- Demonstrate ability to work effectively in multi-cultural work environments.
- Work with integrity and ethics.
- Can easily identify and resolve problems in a timely manner.
- Ability to manage multiple priorities while having continuous interruptions.
- Possession of a valid driver's license and vehicle insurance.

Preferred Qualifications: The requirements listed below are not required but are desired.

- Experience using a loan processing program such as DownHome.
- Exceptional computer skills including Microsoft Office programs and willingness to learn loan processing/tracking software and systems maintained by the organization.
- Fluency in a Dari/Farsi, Arabic, Russian, or Spanish.

Physical requirements and work environment: The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Loan Processor position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

How to apply: Candidates should email a resume and cover letter to humanresources@openingdoorsinc.org Include "Loan Processor" – [Your name]" in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.