



Job Description

Loan Assistant / Junior Loan Specialist

Job Title:	Loan Assistant / Junior Loan Specialist
Location:	Helena Office
Reports to:	Senior Loan Officer
Position Type:	Full-time / Exempt
Compensation Range:	To be determined based upon experience
Supervisory Responsibilities:	Yes
Cross Trained Duties	Designated lending, loan servicing, and administrative functions

GENERAL POSITION DESCRIPTION:

The Loan Assistant / Junior Loan Specialist provides day-to-day lending, loan servicing, documentation, and portfolio support necessary for the effective administration of Montana Business Assistance Connection's (MBAC) lending programs. The position serves as a primary operational resource for borrowers and the lending team and supports consistent, responsive, and compliant lending practices across the organization.

A significant component of the position is loan processing and servicing administration, including borrower intake, application and documentation collection, loan file preparation, closing coordination, loan system maintenance, payment and servicing activities, portfolio tracking, collateral documentation, compliance monitoring, and maintenance of complete and audit-ready loan records.

Working under the direction of the Senior Loan Officer, the position also develops foundational lending and credit analysis skills by supporting borrower financial review, loan eligibility assessment, underwriting preparation, portfolio monitoring, and funder compliance. The position works closely with borrowers, financial institutions, funders, vendors, and community partners to support timely loan processing and effective portfolio administration.

PRIMARY SERVICE ROLES AND RESPONSIBILITIES:

Loan Origination, Processing & Closing Support

- **Support loan applicants through the lending process;** respond to inquiries, assist with applications, communicate documentation requirements, and coordinate timely collection of borrower information.
- **Establish and maintain borrower files;** organize applications, financial statements, tax returns, credit reports, collateral information, insurance, and other required documentation.
- **Support preliminary loan and financial review;** assist the Senior Loan Officer with borrower eligibility, financial information, credit documentation, repayment analysis, and underwriting preparation.
- **Track outstanding loan requirements;** maintain application and closing checklists and follow up with borrowers and third parties to obtain required information.



Job Description

Loan Assistant / Junior Loan Specialist

- **Prepare and coordinate loan documentation;** assist with disclosures, loan authorizations, closing documents, UCC filings, mortgages, insurance, lien documentation, and other required security documents.
- **Support loan closings and funding;** verify documentation and approval conditions, coordinate signatures and closing activities, and ensure completed documents are appropriately recorded and maintained.

Loan Servicing & Portfolio Administration

- **Administer routine loan servicing activities;** process payments, payoff requests, payment information, account changes, paid loans, ticklers, UCC renewals, and other approved servicing transactions.
- **Maintain loan servicing systems and records;** accurately enter and update borrower, loan, payment, collateral, and servicing information within MBAC's lending and financial systems.
- **Maintain complete loan files;** ensure electronic and physical records are current, organized, secure, and maintained according to MBAC and individual funder requirements.
- **Monitor portfolio requirements;** track financial statements, insurance, collateral, UCC expirations, maturities, payment performance, reporting deadlines, and other loan-level requirements.
- **Support funder compliance;** maintain working knowledge of individual funding-source requirements and assist with documentation, eligibility tracking, reporting, servicing requirements, audits, and corrective actions.
- **Identify and escalate exceptions;** promptly communicate delinquency, missing documentation, expired collateral protection, servicing exceptions, or other potential portfolio concerns to the Senior Loan Officer.
- **Support portfolio reconciliation and reporting;** assist with periodic reconciliation, portfolio reports, funder reports, loan status reporting, and supporting documentation.
- **Support problem loan administration;** track troubled loans, maintain required documentation, and assist with approved workouts, collections, and funder compliance under Senior Loan Officer direction.

Borrower, Compliance, & Lending Program Support

- **Provide responsive borrower service;** respond to routine inquiries regarding applications, documentation, payments, balances, and loan servicing.
- **Support lending compliance;** follow MBAC policies, servicing procedures, internal controls, documentation standards, and individual funder requirements.
- **Support audits and reporting;** prepare loan files, documentation, and information for portfolio reviews, funder reporting, audits, and compliance activities.
- **Develop lending competency;** build knowledge of financial analysis, credit, underwriting, portfolio management, and economic development lending under Senior Loan Officer guidance.



Job Description

Loan Assistant / Junior Loan Specialist

- **Support lending operations;** effectively utilize lending systems and contribute to consistent workflows, portfolio activities, and continuous improvement.

Other Lending and Loan Servicing Activities

- **Participate in lending program development and continuous improvement initiatives;** encourage ongoing evaluation of loan products, policies, procedures, systems, documentation standards, and portfolio management practices.
- **Support system utilization and efficiency;** effective utilization of core operating, financial and lending systems, technologies, tools, and techniques to improve operational efficiency and quality controls.
- **Uphold professional and regulatory awareness;** stay current with industry trends, accounting regulations, grant and funder compliance requirements, and related professional development.

GENERAL WORK EXPECTATIONS

All MBAC employees are expected to:

- Follow instructions, procedures, and assigned responsibilities; seek clarification when needed.
- Maintain professional, respectful, and service-oriented interactions.
- Protect confidential borrower, employee, financial, and organizational information.
- Arrive on time, prepared to work, and report absences appropriately.
- Follow MBAC operational, financial, lending, technology, and administrative policies.
- Comply with applicable legal, funder, safety, security, and workplace requirements.
- Follow policies regarding smoking, alcohol, illegal substances, weapons, and prohibited activities.
- Remain attentive, productive, and engaged throughout the workday.
- Maintain organized, secure, and professional workspaces and records.
- Protect MBAC property, systems, information, and organizational resources.
- Promptly report safety, security, financial, or compliance concerns.
- Demonstrate sound judgment, accountability, teamwork, and responsible stewardship.

EXPERIENCE/EDUCATION/LICENSES AND CERTIFICATIONS NECESSARY:

- Associate or bachelor's degree in business, finance, accounting, or related experience (preferred).
- Minimum 1-3 years of commercial, small business, economic development, or community lending experience, including underwriting and portfolio management.
- Experience with loan documentation, financial records, lending software, banking, or customer service preferred.
- Interest and demonstrated ability to develop financial analysis, credit, underwriting, and portfolio management skills.
- Strong organizational skills, deadline management, and problem-solving abilities.
- Ability to work with confidential financial and borrower information and consistently follow established controls and procedures.
- Ability to multitask and make decisions in complex, dynamic work environment.



Job Description

Loan Assistant / Junior Loan Specialist

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work Environment

Work is performed in an office environment with frequent use of computers, telephones, and other standard office equipment. The position may occasionally require visits to job sites or vendor meetings.

Physical Demands

Frequently sitting, standing, moving within office, between meetings, and at event environments; lift or carry typical office, meeting, or materials weighing up to 50 pounds; occasional heavier lifting may be required with assistance. Ability to work in shared environments. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Position Type/Expected Hours of Work

This is a full-time position. Agreed upon work hours are usually between 8:00 a.m. to 5:00 p.m. Monday – Friday.

Travel

Travel is limited but may be required across service area for lending and relationship purposes.

AAP/EEO STATEMENT

Montana Business Assistance Connection, Inc. (MBAC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. MBAC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES AND NOTICES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date