Job Description

Senior Loan Officer

Job Title:	**Senior Loan Officer**
Location:	**Helena Office**
Reports to:	**Executive Director**
Position Type:	**Full-time / Exempt**
Compensation Range:	**To be determined based upon experience**
Supervisory Responsibilities:	**Yes**
Cross Trained Duties	**Designated key operations and finance functions**

GENERAL POSITION DESCRIPTION:

The Senior Loan Officer provides leadership and day-to-day management of lending activities necessary to advance the mission and economic development objectives of Montana Business Assistance Connection (MBAC). This position serves as a primary lending resource for borrowers, staff, leadership, financial institutions, funders, and community partners and is responsible for maintaining consistent, responsive, and compliant lending practices across the organization.

A significant component of the position is loan origination, underwriting, and portfolio management, including borrower intake and eligibility assessment, financial and credit analysis, loan structuring, preparation of credit recommendations, coordination of loan approvals and closings, portfolio monitoring, servicing oversight, delinquency management, and compliance with applicable loan policy, program, and funder requirements.

The position provides guidance and oversight to loan support staff and works closely with leadership, borrowers, financial institutions, economic development partners, attorneys, funders, and other professional partners to ensure lending decisions are well-supported, loan documentation is accurate and complete, portfolio risks are actively managed, and MBAC's lending resources are deployed responsibly and effectively.

PRIMARY SERVICE ROLES AND RESPONSIBILITIES:

Loan Origination, Underwriting & Closing

- **Guide loan applicants through lending process;** provide applicant guidance and direction through loan inquiry, application, eligibility, financial documentation, credit analysis, and underwriting requirements.
- **Establish and evaluate borrower file;** conduct proper evaluation of borrower financial information, creditworthiness, repayment capacity, collateral, and loan structure; prepare loan recommendations in accordance with MBAC and funder requirements.
- **Coordinate loan process;** activity coordination of approvals, disclosures, closing documentation, lien perfection, UCC filings, mortgages, insurance, and other required security documentation.

- **Facilitate loan closings;** oversee and confirm all approval and funding conditions are satisfied, accurate, and appropriately documented to ensure timely and accurate closing of loan.

Loan Servicing and Portfolio Management

- **Maintain working knowledge of individual funder requirements and serve as a primary lending contact for funding partners;** oversee loan portfolio relationship management, loan-level compliance, documentation, reporting, eligibility, and servicing requirements and coordinate timely resolution of exceptions, findings, or required corrective actions.
- **Maintain active oversight of loan portfolio;** including payment performance, financial reporting, collateral requirements, insurance, maturities, covenants, delinquencies, and emerging credit risks.
- **Manage problem loan administration;** oversee and monitor troubled loans, coordinate workouts and collections, and ensure appropriate documentation and funder compliance.
- **Manage routine servicing activities;** including payment adjustments, extensions, payoff requests, loan modifications, ticklers, UCC renewals, paid-loan processing, and account reconciliation within established authorities.
- **Identify portfolio exceptions and elevated risks;** and coordinate appropriate borrower follow-up, corrective action, or management review.
- **Implement and maintain internal controls;** maintain accurate loan information, oversee loan servicing and financial systems, adhere to approved document management policies and requirements, ensure electronic and physical loan files remain complete, current, and audit-ready.
- **Ensure compliance and adherence;** support organizational compliance and adherence with required local, state, federal government reporting requirements, and accounting standards and best practices.
- **Coordinate annual audits and periodic reviews;** coordinate documentation for audits, funder reporting, assist in risk management and mitigation, and support change requirements to resolve findings.
- **Supervise designated loan team members;** provide guidance, training, performance manage and coordinate routine lending and loan servicing functions for designated loan team members.

Borrower, Compliance & Lending Program Support

- **Serve as a primary resource;** provide and coordinate support for borrowers, prospective clients, financial institutions, funders, and community partners regarding MBAC lending programs, transactions, documentation, and servicing.
- **Maintain lending policies and procedures;** coordinate timely updates and accuracy of lending policies, loan servicing procedures, loan authorizations, funding-source requirements, internal controls, and applicable documentation standards.

- **Understand and support adherence to third party requirements;** maintain understanding and adherence to funder reviews, audits, portfolio reporting, compliance findings, and corrective actions.
- **Provide guidance to overall loan management;** support staff, contribute to consistent lending workflows, documentation of standards, portfolio practices, and ensure the continuous improvement of lending operations.

Other Lending and Loan Servicing Activities

- **Support periodic portfolio reviews;** support and oversee appropriate portfolio reviews, risk assessments, loan-loss considerations, and management reporting to identify trends, emerging risks, and opportunities for proactive borrower or portfolio action.
- **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:

- Bachelor's degree in finance, accounting, business, economics, or related field; equivalent relevant experience may be considered.

- Minimum 5 years of commercial, small business, economic development, or community lending experience, including underwriting and portfolio management.
- Demonstrated experience with financial analysis, credit evaluation, loan structuring, documentation, closing, servicing, and risk management.
- Experience working with government, nonprofit, revolving loan fund, or other publicly funded lending programs preferred.
- Working knowledge of UCC filings, collateral documentation, lien perfection, loan compliance, and funder requirements.
- Strong organizational skills, deadline management, and problem-solving abilities.
- Ability to demonstrate confidence and sound judgement, effective teamwork, attention to detail, and analytical thinking.
- Strong leadership abilities to effectively supervise team members and work with cross-functional teams.
- Ability to multitask and make decisions in complex, dynamic work environment.

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 serve area 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