



JOB DESCRIPTION

Updated 11/2023

Title: Commercial Loan Processor I or II
Supervisor: Support Services Manager, McKinley Alaska Growth Capital
Status: Full-Time/Exempt
Salary: Ranges from \$55,000-\$75,000 depending on experience
Location: Anchorage, flexible/remote work eligible after 90 days at supervisor discretion

BACKGROUND

McKinley Alaska Growth Capital (MAGC) is a leading provider of business loans, tax credits and development services across Alaska and the northwestern U.S. utilizing programs offered by the Small Business Administration (SBA), U.S. Department of Agriculture (USDA), and CDFI Fund. MAGC strives to support business borrowers' growth and development through innovative credit solutions. More than just a lender, the Company provides training and technical assistance resources to new and growing businesses, from Anchorage-based startups to community-focused businesses in rural Alaska to Alaska Native Corporations statewide. MAGC's experienced team of professionals are mission driven, community and client focused, and have fun working together.

SUMMARY

The Commercial Loan Processor is an integral member of the McKinley Alaska Growth Capital team who performs all aspects of loan origination, processing, closing, and ongoing servicing for commercial lending activities, including various government guaranteed loans.

DUTIES

- Origination: Review loan applications for completeness, conduct initial credit and lien searches, track pending due diligence items, input new customer data into various systems.
- Processing: Prepare and review loan documentation, order necessary documentation for lien perfection for varied assets (real property, equipment, accounts receivable, aircraft, vessels, etc.), coordinate with customer to obtain required information.
- Closing: Coordinate with Loan Officer and close loans in accordance with all applicable policies and procedures, conduct all activities related to fund disbursements, perfecting all applicable security interests.
- Servicing: Track and follow up on required ongoing borrower financial reporting, track and follow up on various open ticklers, maintain complete and organized physical and electronic loan files and systems, monitor for past due payments and reporting and coordinate with Loan Officer to satisfy, assist in preparation and review of various internal and external



portfolio reporting, lead efforts to assure servicing is meeting SBA, USDA, and NMTC requirements, process Loan Officer requests for releases of collateral or loan modifications.

- General Support: Provide general support to Loan Officers and Management, as needed, for various projects and initiatives.

KEY CANDIDATE ATTRIBUTES

- Time Management: Uses time effectively and efficiently, concentrating his/her efforts on the more important priorities.
- Composure: Is cool under pressure and can handle stress. Can be counted on to hold things together during tough times. Is not knocked off balance by the unexpected.
- Self-Development: Is personally committed to and actively works to continuously improve himself/herself and understands that different situations and levels may call for different skills and approaches.
- Learning on the Fly: Learns quickly when faced with new problems and change. Experiments to find solutions and enjoys the challenge of unfamiliar tasks.
- Functional/Technical Skills: Has the functional/technical knowledge and skills to do the job at a high level of accomplishment.

KEY CANDIDATE SKILLS

- Minimum five years of commercial or small business loan processing experience (for Level II)
- General knowledge of loan documentation, closing procedures, and government loan guaranty programs
- Experience with LaserPro Documentation preferred
- Post-secondary education strongly preferred (Level II)
- Strong attention to detail
- Strong customer service skills
- Ability to work under pressure on multiple tasks
- Team player with excellent verbal and written communications skills, positive attitude, self-motivated, and good organizational skills

ADVANCEMENT OPPORTUNITY

- Commercial Loan Processor I can advance to Commercial Loan Processor II. Commercial Loan Processor II can advance to Support Services Manager.

McKinley Management, LLC is a privately held, global investment, lending, and research firm based in Anchorage, Alaska, with offices in Juneau and Chicago. Its four business units McKinley Capital Management, McKinley Alaska Private Investment, McKinley Research Group and McKinley Alaska



Growth Capital (Alaska Growth Capital BIDCO, Inc.) work together to provide clients integrated services umbrellaed under one company.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

This job description is not a legal document and in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Human Resources.