

**ARIZONA MULTIBANK**  
*Community Development Corporation*

**LOAN SERVICING SPECIALIST and ADMINSTRATIVE ASSISTANT**

**RECRUITMENT DATES:** Position to be filled by September 1, 2010.

**SALARY:** Commensurate with experience.

**EXPERIENCE:** Three to five years experience in banking or finance industry preferred.

**ARIZONA MULTIBANK Community Development Corporation** seeks a special individual that is prepared to fully take on the day-to-day responsibilities of the position and build on them with a commitment and passion for Corporation's mission of providing financing to underserved markets and communities in Arizona.

**RESPONSIBILITIES:** Under the supervision of the Vice President of Finance and Loan Administration, this individual is responsible for:

**Loan Preparation**

- Track loan referrals and customer pipeline.
- Provide loan application material to potential borrowers.
- Prepare financial spreadsheets on loan applicants (using WinFast software).
- Pull on-line Experian credit bureaus on loan applicants, borrowers and guarantors.
- Processing decline letters.
- Prepare and merge borrower information into draft loan documents using Word and Access.
- Perfect, monitor and maintain UCCs, deeds of trust, vehicle liens and other security documents.
- Maintain Access database of borrower and project information.
- Update, maintain and produce regular loan and portfolio reports in Excel and Access.

**Loan Servicing**

- Process loans daily on-line (via BMA Bankrite Loan System), including payment and advance batching, printing and reviewing daily reports, maintenance and updates to the Loan System.
- Generate boarding instructions and monthly invoice statements to borrowers.
- Maintain loan covenant tickler system and follow up on non-compliance (e.g., financial reporting and insurance).
- Generate micro-cash batches.
- Monitor delinquent and non-accrual loan activities.
- Generate and maintain borrower legal and credit loan files.
- Monitor asset-based lines of credit.
- Manage and maintain corporate data base and report on Corporation's financing activities, borrowers and community development impact.

**General Duties**

- Arrange and organize Corporate Board and Committee meetings
- Manage the production, quality control and distribution of briefing materials for, corporation meetings, investor relations, business and product development.
- Transcribe, proof and edit recorded minutes of Corporate Board, Committee meeting.
- Maintain Corporate meeting records, news archives, brochures and handouts, and compliance with Corporate record retention policy.

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- Manage and maintain general, certified and express mail, on-line postage, corporate email inquiries, centralized document processing (copier, fax, scanner), office supplies, parking validation,
- Manage vendor relations with regard to document processing (copier), computer server, telephones (hardware and service providers), recycling and document shredding, general office maintenance and security with building management company.
- Assist with the company's fiscal year-end audit and loan review.
- Organize, manage, prioritize, and follow through on President and VP of Finance's assigned special tasks.
- Demonstrate strong customer service interest, speak knowledgeably about MultiBank and its mission to potential and existing borrowers, project MultiBank's professional and community development practice and image within and without the Corporation.
- Manage calendar and filing system of President.

## **APPLICABLE KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of bank loan systems, general finance including understanding financial spreadsheets and business administration background.
- Ability to work independently with excellent organizational skills including the ability to prioritize work to meet goals and objectives on a timely basis or as required.
- Proficient proof reading and editing skills.
- Ability to read, understand, interpret, and draft appropriate commercial loan documentation.
- Proficient in the use of personal computers and related software including Microsoft Word, Excel, Access, Outlook, PowerPoint, and financial spreadsheet (e.g. WinFast).
- Ability to develop and maintain effective working relationships with clients and co-workers.
- Ability to work independently, multi-task and handle competing priorities simultaneously. Must be a team player.

## **APPROACH TO DUTIES:**

- Professional demeanor, meticulous attention to detail and accomplish routine and special assignments accurately and on time.
- Solid sense of commitment and responsibility, with a desire to be proactive and take initiative.
- Positive, enthusiastic attitude and flexibility to do what it takes in a team environment.
- Desire and ability to communicate, organize and coordinate activities as part of a team.
- Associate or Bachelor's degree preferred.

## **ANY COMBINATION OF THE FOLLOWING A PLUS:**

- Strong skills in drafting minutes of corporate Board and Committee meetings, memos summarizing follow up activities and following through to see tasks are completed in a timely fashion.
- Interest in and working knowledge of spreading of tax returns and financial statements.
- Exercises a positive blend of curiosity, skill and commitment to find and report meaningful data on MultiBank portfolio of activities in a timely, accurate and visual manner (e.g. graphs, charts, photos and storytelling).
- Interest in community development finance and effective ways in communicating its impact through data collection, analysis and regular reporting.

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**EVALUATION:** Interviews determined based on resume and cover letter. In your cover letter or resume, please describe your education and experience as it relates to the requirements and duties stated above.

**APPLY:** Submit your resume and cover letter to:

Arizona MultiBank Community Development Corporation  
101 N. 1st Avenue, Suite 1880  
Phoenix, Arizona 85003-1910  
Attention: Allison Haller

To learn more about MultiBank go to [www.multibank.org](http://www.multibank.org).