

Potomac Business Services, headquartered in Kensington, Maryland, is looking for the right person to join our team as Commercial Loan Assistant. We are a credit union service organization that specializes in commercial lending, with the core mission of simplifying the lending process and helping borrowers find the most suitable loan product for their business.

The primary responsibilities of the Commercial Loan Assistant are as follows:

- Set-up and maintain commercial loan files.
- Ensure timely placement of documentation into credit files.
- Ensure file security and quality control.
- Track and clear documentation and insurance exceptions.
- Independent authorization of loan closing subject to evaluating loan officer's compliance with underwriting and approval conditions.
- Post closing loan documentation review and quality control to ensure compliance with underwriting, approvals and standard documentation requirements such as receipts of original signed documents, properly executed liens, title commitments/policies and tracking and monitoring of post closing items.
- Coordinate and track transition of construction lines of credit per permanent term-out provisions within required time frame.
- Serve as back up for Loan Operations and Underwriting
- Perform limited collection responsibilities.

#### SKILLS/QUALITIES/EXPERIENCE

- At least 3 years of relevant commercial and/or commercial real estate servicing experience.
- Precise and accurate attention to details.
- Ability to work independently and manage a comprehensive servicing platform.
- Ability to meet deadlines.
- Positive and cooperative attitude and personality.
- Capacity to defuse emotional members and encourage cooperation.
- Ability to manage and administer loan operating systems such as Fiserve, Scimitar, PCFS 2000, Jack Henry or other current loan servicing technology.
- Experience with loan documentation preparations platforms such as LaserPro or Rembrandt a plus.
- Experience with exception management and documentation tracking platforms such as Baker Hill's One Point software a plus.
- Ability to administer commercial loan participations and loan payment sharing arrangements among multiple lenders.
- Ability to write settlement, funding and loan servicing procedures a major plus.
- SBA loan servicing, remittance (Colson Services) and servicing experience a plus.

Qualified candidates with positive credit standing should send their resume and salary requirements to [HR@lfcu.org](mailto:HR@lfcu.org).

Potomac Business Services, LLC is an equal opportunity employer.