



JOB TITLE: Contract Compliance/LoanAdministration

REPORTS TO: Director of Lending and Director of Programs

The Women's Opportunities Resource Center (WORC) and its subsidiary The Economic Opportunities Fund (EOF) are both certified Community Development Financial Institutions that provide financial and technical assistance to micro entrepreneurs and businesses in the Philadelphia area. We are looking for a dedicated professional who is committed to meeting the needs of underserved markets.

The **Contract Compliance/Loan Administration** position creates and maintains databases and is responsible for generating reports to comply with funding contract requirements for program evaluation purposes. Responsibilities also include certification of clients entering the training program maintenance records and monitoring of client's progress in both the training and lending programs, including micro-testing. This position also coordinates all of the pre and post loan and training activities and reporting by communicating with training clients regarding programs and training requirements. Other responsibilities include providing administrative support to the Training and Loan Fund Managers, and other related tasks as requested by the Director of Lending, Training Manager, Director of Programs. Must be able to work independently.

RESPONSIBILITIES INCLUDE:

Contract Compliance

- Work with the Director of Lending, Training Manager, Director of Programs, and Saving Department to ensure documentation for all WORC programs are compliant with both internal and external requirements, e.g. Federal and State regulations.
- Prepare/complete investor/funder reports, including but not limited to the CDFI Fund, SBA, City of Philadelphia, ORR, SSBCI, Small Business Growth, GRIT, etc.
- Responsible for entering, maintaining, and reporting out on lending and TA client database information.
- Responsible for MPERS and OFN & other surveys
- Compile information from grant/contract/lending program evaluation databases
- Ensure required documents for clients' eligibility status are maintained according to funding requirements and program requirements e.g. ORR, SSBCI, SBA, CDFI, etc.
- Responsible for enrolling and certifying all clients participating in the training and lending programs – includes gathering information regarding the eligibility and status of clients. Also, responsible for identifying funding sources for clients and entering into the database, monitoring attendance, class size and client billing information.
- Maintains database and MIS system
- Manage systems required for the agency to adequately complete outcome measurements for all programs areas.
- Assist senior management on other projects or deliverables, as needed.



Loan Administration

- Loan Administration, including but not limited to closed loan data entry, processing security interests, processing loan payments and distributions, processing loan modifications, preparing loan payoffs, as well as monitoring compliance of borrower's reporting and repayment
- Provide backup to Loan Administrator
- Other related duties, as assigned.

Portfolio Management

- Manage all aspects of the loan portfolio management system (Downhome).
- Manage and disseminate all regular portfolio reporting, delinquency reports, borrower risk ratings, and status reports.
- Work with the Finance Manager and Loan Administrator to ensure the loan portfolio is reconciled to accounting records.
- Manage funding sources to ensure usages are in compliance with contracts.
- Review client files to ensure they comply with contract requirements including conducting post-loan closing file reviews, ensuring basic requirements of loan purpose, term, collateral and financial qualifications fit the various federal and state lending program criteria.
- Monitor and ensure borrower compliance with all insurance, collateral, and security documentation requirements.
- Perform other related duties, as assigned.

QUALIFICATIONS:

- A four-year degree from an accredited university in a relevant discipline.
- Minimum of two (2) years' experience in community or economic development lending, and/or microfinance with lending institutions, government loan programs or community lenders with a solid understanding of consumer financing rules and regulations.
- Strong computer/database/program management skills.
- Organized self-starter with strong analytical skills and ability to multi-task.
- Customer service oriented, patient, flexible, with ability to accept and give constructive feedback and a sense of humor.
- Ability to work some evenings and weekend days to attend meetings, seminars and events.

COMPENSATION: Salary is commensurate with experience. Benefits include: vacation, paid holidays, health and pension plan. WORC/EOF is an equal opportunity employer and the board of directors and staff value diversity in all aspects of employment.

FOR CONSIDERATION: Please send a cover letter and resume along with salary requirements to careers@worc-pa.com or fax to 215-564-0933. Resumes will be accepted until the position is filled