

Job Summary

Company: New York Business Development Corporation
Location: Albany, NY
Industries: Financial Services
Job Type: Employee - Full Time
Title: Loan Servicing Clerk

About the Company

New York Business Development Corporation (NYBDC) provides creative financing to small businesses to promote opportunity, prosperity, economic growth and entrepreneurship. At NYBDC, we are consistent in our goal to be creative in our underwriting. In many cases NYBDC financing solutions include participations, SBA guarantees, flexible amortization and long-term payouts on loans approved and funded.

About the Job

The Loan Servicing Clerk will provide support to the credit administration department and loan originations departments. The Loan Servicing Clerk is responsible for file maintenance, clerical duties, loan servicing, quality control, insurance monitoring, monthly and weekly reporting/monitoring of loan payments, assistance with delinquent loans, and reviewing loan packages for completeness and submission for approval with government agency loan programs.

Position Specifications

- High School or GED equivalent, required
- Completed at least two years of college
- Knowledge and proficiency with the SBA 7(1) Loan Program

We will give consideration to and provide training for veterans interested in a career in finance/ banking provided that the applicant has completed at least two years of college with a concentration in finance.

We are an Equal Opportunity Employer and comply with all applicable federal, state and local laws regarding nondiscrimination. We provide equal opportunities to all employees and applicants for employment without regard to race, creed, color, religion, national origin, citizenship status, sex, age, disability, marital status, gender identity, sexual orientation, veteran status, disability, genetic information, pregnancy, childbirth or related medical conditions.