Portfolio Specialist Position Description

Position Title: Portfolio Specialist
FLSA Status: Non-Exempt
Department Name: Finance
Supervisor's Title: Finance Director

Overview
This position is responsible for the daily administration of the loan portfolio for WEDI. The essential functions include: (1) managing the loan closing process; (2) maintenance of the portfolio management system (currently Portfol); (3) ensuring compliance with funder covenants and government regulations; (4) managing the collections process; (5) assisting with the Portfolio Quality Review process; and (6) providing all data and analysis requested from loan portfolio as needed on an ad hoc basis.

Essential Functions and Responsibilities

Loan Closings and Disbursements

- Coordinate with Underwriter to handle initial processing of all approved loans, scheduling commitment and closing meetings.
- Generate draft loan documents and commitment letters for approved loans and restructures.
- Maintain electronic and paper files of all loan documents and ensure they are audit ready.
- Monitor and ensure all loan contingencies are met and ensure loan policies have been adhered to prior to check disbursement.
- Review and prepare requests for loan disbursements.

Loan Portfolio Administration

- Provide regular progress reports on loan closings, restructures, and delinquencies to Finance Director
- Review requests for loan restructures, submit to underwriting for approval and report to delinquency task force if needed.
- Confirm repayment plans and timing with borrowers 90 days in advance of maturity.
- Manage the collections process according to applicable loan program policy.
- Manage communication with borrowers regarding our document disclosure incentive program and ensure reimbursements are processed as needed. Contact borrowers yearly about potential document disclosure incentive fee refunds.

Loan Compliance and Reporting

- Assist with the preparation of information for annual reviews and audits including SBA audit, and maintaining impact data necessary for CDFI reporting purposes.
- Produce delinquency reports and other relevant information and reports for the Delinquency Task Force on a monthly basis
- Ensure compliance with government regulations, funder covenants, and WEDI policies and procedures and provide correction of inconsistencies and monitor resolution
- Manage CBA credit reporting process

- Analyze portfolio trends and identify portfolio vulnerabilities by interpreting data on payment trends, borrower financial ratios, pricing, and other factors affecting the portfolio

General:
- Act as primary liaison to the Economic Development team with regard to sharing information on borrowers related to technical assistance needs
- Assist with other Finance Department tasks as requested to include preparation of special reports, analysis, audit preparation, grant audits etc.
- Conduct periodic evaluations of our portfolio management processes and make recommendations for improvement as WEDI grows.

Requirements
- Bachelor's Degree or 3-5 years of work experience
- 1-2 years of professional work experience, preferably at a CDFI
- Demonstrated experience in quickly learning new computer software and applications
- Ability to understand loan documentation and regulations
- Ability to work in excel to produce reports and analysis
- Willingness to communicate with borrowers on a regular basis and maintain positive, upbeat relationship with them
- Superior analytical and organizational skills

Pay will be commensurate with experience. WEDI includes health insurance with a full-time position. Please send a resume, cover letter, and writing sample to jobs@wedibuffalo.org