



**Job Title – SBA Closing Specialist**

Location – Festus

Status – Full Time

Work Schedule – Monday- Friday

### **Job Description**

The SBA Loan Closing Specialist is responsible for performing routine and complex duties related to Small Business Administration (SBA) loan applications and boarding, and generates loan documentation for processing and funding approved SBA 7(a) loans.

### **Duties Include:**

- Responsible for prepping and closing SBA loans
- Perform regular file reviews to ensure quality control in order to preserve the SBA guarantee
- Responsible for communicating with borrower and all third parties including attorneys, title companies, escrow agents, etc.
- Verify SBA requirements are met including insurance requirements, equity verification, collateral perfection, etc.
- Assist loan officer in preparing a submission memo to the SBA.
- After approval by the SBA, collect all closing documentation
- Other duties as assigned

### **Desired Skills & Experience**

High School Diploma or equivalent, proficiency in Microsoft Office, experience with CAFS, E-Tran and the FTA portal. Five years experience preferred.

### **About Us**

Midwest Regional Bank is a community bank in Festus, MO with over \$870 million in assets. We offer competitive compensation, full benefits, vacation time and holidays, and provide our employees with tools and training for long-term success. We are an Equal Opportunity Employer.

All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening.