



Job Title – SBA Reporting Specialist

Location – Festus

Status – Full Time

Work Schedule – Monday- Friday

### **Job Description**

Our SBA Reporting Specialist is responsible for the accurate processing and documenting maintenance on the Bank's SBA Loans.

### **Duties Include:**

- Process daily exceptions and transactions regarding monthly loan payments
- Prepare monthly 1502 and all associated activities
- Correct monthly reporting errors, involving direct communication with SBA and FTA.

### **Desired Skills & Experience**

High School Diploma or equivalent, proficiency in Microsoft Office, experience with CAFS, E-Tran and the FTA portal. 5 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.