



## Loan Administrator Position Description

Reports To: Executive Director  
Supervises Over: None  
Hours: Full Time, Permanent  
Location: Eagle Butte, SD  
Classification: Nonexempt  
Salary: \$33,280 - \$41,600+, depending on experience

### Job Summary

The Loan Administrator is responsible for day to day operations that involve loan making. From initial intake, to underwriting and loan follow up, the Administrator will assist with the process. The ideal candidate will have exceptional organizational skills and the ability to pay attention to detail.

### Duties and Responsibilities

The Loan Administrator's duties include, but are not limited to, the following:

- Provide information and answer questions to potential borrowers and current clients.
- Ensures completion and compliance with programs. This includes collecting necessary information, all signature and initial fields are complete, etc.
- Pull reports, file UCCs/EFSs, etc. Update the Loan Pipeline. Enter clients into the system.
- Maintain the loan files. This includes: organizing, filing, ensuring completion and compliance, reviews, track progress, disbursing funds, etc.
- Prepares client mailings/emails such as general correspondence, delinquency letters, invoices, disbursed funds, etc.
- Monitors the portfolio and notifies the Loan Officers/Executive Director of any changes.
- Assists Loan Officers and Executive Directors in regards to loan files.
- Follow confidentiality agreements and maintain a professional attitude in all work related situations, including sensitive situations.

### Minimum Qualifications

- Knowledge of lending and the agriculture industry is preferred, but not required.
- Experience with Native Communities and Economic Development is preferred, but not required.
- Financial/Technical analysis skills.
- Ability to travel to meetings, conferences and trainings.
- Customer service and the ability to act professionally.
- Self driven work ethic. Ability to manage goals and follow plans.
- Familiarity with computers and willingness to learn new software.
- Effective communication and attention to detail.
- Flexibility to learn and adapt in a changing environment.

Akiptan offers exceptional benefits, a flex work schedule and relaxed working environment. To apply for this position please send your resume, letter of interest and references to [skya@akiptan.org](mailto:skya@akiptan.org) or drop it by our office. This position is open until filled.

Please direct all questions to [skya@akiptan.org](mailto:skya@akiptan.org) or 605-964-8081.

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