

## **Loan Processor Position**

### **About Community Capital New York:**

Community Capital New York, Inc. (CCNY) is a Westchester based nonprofit lender and Community Development Financial Institution (CDFI) that revitalizes communities and transforms lives. For over 38 years, CCNY has created economic opportunity for under-served, historically disadvantaged individuals and communities by funding the development of critically needed affordable housing throughout New York State, and providing flexible loans and business coaching to small business entrepreneurs in New York. To learn more, visit our website: <https://communitycapitalny.org>

### **Position Summary:**

The Loan Processor has a primary responsibility for reviewing required documents, ordering 3<sup>rd</sup> party reports, uploading loan documents, verifying the accuracy and completeness of all loan applications. This will require independent financial analysis to prepare applications for underwriting and may also include direct contact with applicants and/or their referring partner.

### **Duties and Responsibilities:**

- Assuming full ownership of loan files in your pipeline
- Daily utilization of Loanwell loan origination system
- Set and maintain proper expectations with all parties on the loan file
- Analyze package for completeness to ensure loan file meets investor guidelines
- Clear loan conditions and communicate effectively with Sales, Processing and Underwriting team
- Order 3rd party items, review & analyze title for all requirements and address any issues, insurance coverage for borrower
- Maintain loan file compliance while managing pipeline as various volume levels
- Work effectively under specific time constraints and meet end-of-month deadlines

### **Requirements:**

- High school diploma or equivalent required; 4-year degree preferred
- 2+ years of recent loan processing experience required
- Experience managing a pipeline of primarily refinance loans
- Ability to calculate income, including self-employed
- Excellent interpersonal, communication, and time management skills
- Ability to work collaboratively and professionally in demanding situations
- Valid NYS ID

**Compensation:**

- **This is a remote position**
- **Compensation: (Pay Range: \$25 – \$30)** Posted pay ranges apply to US-based candidates. Ranges are based on various factors including the labor market, job type, internal equity, and budget. Exact offers are calculated by work location, individual candidate experience and skills relative to the defined job requirements.
- **Equal Opportunity Employer:** CCNY is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.
- **Benefits:** We offer a comprehensive and highly competitive set of benefits. These include sick days, paid Holidays, PTOs and paid vacation days. We also offer company health and dental care and well as 403(k).

Please submit a cover letter and resume to: [hr@communitycapitalny.org](mailto:hr@communitycapitalny.org). References required. Competitive salary and benefits package.