



SBA Operations Administrator – InBank, Denver Metro

As an SBA Operations Administrator, you will support the Bank's SBA Loan origination, sale, servicing and liquidation activities. This role ensures all SBA related InBank policy and procedures are consistent and meet SBA SOP current guidelines and on an ongoing basis, as SOP is subject to change at any time. This position ensures that InBank's SBA activities are consistent, replicable, and profitable. This role results in a higher quality SBA filing and reporting process to the SBA. In the instances of selling SBA Loans, this position will ensure the most efficient sale and collection of the fees and servicing of these loans.

Essential Job Functions:

- Review and complete all necessary documentation for SBA packaging file, including ordering and reviewing tax transcripts, tax lien searches, and UCC, Judgement, Bankruptcy, and Lien searches; order all third-party reports.
- Review all credit memorandums (originations and servicing actions) for SBA compliance.
- Prepare charts and worksheets specific to SBA to be added to Credit Displays as needed.
- Close and disburse SBA loans if needed; review disbursements and closed files for accuracy and completeness.
- Assist in processing for secondary market sales as needed.
- Prepares CLP submission package to the SBA.
- Review the 1919 and other SBA application items for accuracy.
- Prepare and update SBA credit presentation templates, servicing action templates, SBA LOIs and Loan commitment letters, and other reports as requested from time to time as SBA SOP changes.
- Responsible for timely communication with Borrower of missing items needed to complete loan closing.
- Maintain control over loans(s) in process to detect any potential and/or developing problems and ensure all department managers are informed of the issues.
- Reconcile equity injection and make final verification determination.
- Attend NAAGL and other SBA specific trainings/conferences as needed to ensure timely information is received and conveyed to InBank.
- Maintain current knowledge and follow all bank financial and security regulations and procedures.
- Embody, embrace, and demonstrate InBank's Core Values: Commitment, Innovation, Responsibility, Teamwork, Happiness, and Authenticity.
- Other duties as assigned.



Minimum Qualifications:

- High School Diploma or equivalent; College Degree Preferred
- 3+ years of experience in SBA Industry.
- Proficient working knowledge of financial and spread analysis, credit, lending, and underwriting processes and principles.
- Proficient working knowledge of credit risk and relationship manager teams.
- Solid internal and external relationship and communication skills – both verbal and written.
- Strong organizational skills and ability to multi-task efficiently and accurately in a production-oriented environment.
- Ability to make sound decisions and recommendations regarding credit risk (quality, structure, etc.).
- Ability to think critically, operating independently, and take accountability.
- Occasional travel may be required for meetings/trainings.
- Must be able to use fingers, hands, and wrists for repetitive tasks such as typing, using a mouse, handling paper, and operating a telephone.

Preferred Qualifications:

- 5+ years of experience in SBA Industry.

InBank is an equal opportunity employer committed to creating a diverse workforce. We support a work environment where colleagues are respected and given the opportunity to perform to their fullest potential. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability or veteran status, among other factors.