Job Vacancy Notice

Opening Date: January 25, 2022
Closing Date: Open Until Filled
Work Location: 1323 58th Street; Lubbock, Texas
Hourly Pay Rate: $13-15/hour
Group/Classification: Part Time
Department: Regional Services & Economic Development

Part Time Program Specialist
Regional Services & Economic Development (Lending Programs)

Job Description Summary:
The South Plains Association of Governments is seeking a qualified individual with finance, accounting and/or loan processing experience to join our team on a part-time basis. This position is responsible for providing support to loan programs which serve area small businesses and the performance of work directly related to the general business operations of the organization.

Specific tasks will include loan portfolio underwriting which includes a basic understanding of financial statements, collecting and analyzing financial information, maintenance of existing loan files, utilization of loan software, servicing of existing loans, administrative compliance with Federal and Local loan programs, and other associated duties.

Education and training may include a bachelor’s degree in business, accounting, finance or a related, and/or at least two years of administrative experience. Job experience and education may be substituted on a year-for-year basis. The job requires exercising independent judgement, initiation of processes, organizational skills, and attention to details and procedures. Current undergraduate and graduate students are encouraged to apply as well.

The starting salary range for this position is between $13-15 hourly and is determined based on experience and conformity to the job description. The South Plains Association of Governments is an Equal Employment Opportunity Employer. Please send resumes to Kelly Davila, 1323 58th Street; Lubbock, TX 79412 or via e-mail at kdavila@spag.org.

Essential Job Functions:
- Operation of portfolio servicing for Federal and Local loan programs consisting of electronic loan file upkeep, record management, communication with borrowers, financial analysis and annual reporting.
- Collection and analysis of financial statements received from prospective small business borrowers and active portfolio.
- Maintaining strong working relationship with internal lending team, outside lenders, and small business borrowers.