

## Job Vacancy Notice

**Opening Date:** September 13, 2021

**Closing Date:** Open Until Filled

**Work Location:** 1323 58<sup>th</sup> Street; Lubbock, Texas

**Monthly Salary Range:** \$3,500-\$3,833

**Group/Classification:** B13-B15

**Department:** Regional Services & Economic Development

### 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. 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 servicing, maintenance of existing loan files, administrative compliance with Federal and Local loan programs, utilization of loan software, occasional and progressive loan underwriting which includes a basic understanding of financial statements, collecting and analyzing financial information 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.

The starting salary range for this position is between \$3,500-\$3,833 monthly and is determined based on experience and conformity to the job description. This position will also have a comprehensive benefits package which includes a retirement package (through TCDRS), health insurance (fully covered for the employee by SPAG), and optional dental, life insurance, etc. The South Plains Association of Governments is an Equal Employment Opportunity Employer. Please send resumes to Kelly Davila, 1323 58<sup>th</sup> Street; Lubbock, TX 79412 or via e-mail at [kdavila@spag.org](mailto: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 and lenders, and annual reporting.
- Collection and analysis of annual financial statements received from active portfolio and the production of annual interest statements for borrowers.
- Maintains strong working relationship with internal lending team, outside lenders, and small business borrowers.

