



VERMONT ECONOMIC DEVELOPMENT AUTHORITY

Position Description

Title: Closing Officer
Reports to: Director of Closing
Salary Level: 2

Summary

Prepares loan documents and handles all aspects of closings for VEDA's agricultural, commercial and SBA loan programs.

Essential Job Functions

- Review commitment letter to determine requirements for loan closing documents.
- Prepare necessary loan closing documentation based on loan program, borrower, and collateral specifics.
- Review real estate and personal property opinions, title insurance, corporate evidence, leases, contracts, insurance, and permits provided by legal counsel and others.
- Communicate with all parties, schedules, and attends loan closing.
- Assist attorneys, loan officers, borrowers, and other lenders daily.
- Input accounting database information.
- Perform special projects and assist other employees, as assigned.

Education/Experience

- Preference given to those with 5 years of experience within a legal setting or as a specialized paralegal. Financial institution experience is beneficial.

Knowledge/Skills/Abilities

- High-level of accuracy and attention to detail when proofing documents for errors.
- Strong written, verbal, and visual communication skills.
- Ability to multitask, prioritize, and perform under tight deadlines.
- Knowledge of and ability to execute sound, effective loan closing/processing techniques.
- Ability to effectively utilize Microsoft Word/Outlook/Excel software.
- Ability to learn and maintain core loan system and document retention/management applications.
- Proactive and self-motivated.
- Ability to work independently and effectively within a team.

Working Conditions

- Standard office environment.
- Some automobile travel throughout the State of Vermont to conduct loan closings.

The above statements are intended to describe the general nature and level of work performed rather than an exhaustive list of all responsibilities and skills required for the position. The Essential Job Functions may be changed at any time at management's discretion. The job description is not intended to create an employment contract of any kind.