

Akiptan, Inc.
Loan Officer Position Description

Reports To: Executive Director
Supervises Over: None
Hours: Full Time
Pay: DOE
Location: Eagle Butte, SD

Job Summary

The Loan Officer is in charge of day to day operations that involve loan making. From initial intake, to loan follow up the Loan Officer will oversee all loans that Akiptan does.

Duties and Responsibilities

The Loan Officer's duties include, but are not limited to, the following:

- Analyze applicant's financial readiness
- Provide Financial Literacy Training to loan clients
- Input data into loan servicing software correctly
- Follow up loan with check ins
- Technical reading and writing
- Follow policies and procedures
- Work closely with clients to ensure financial literacy and provide loan assistance
- Pull and prepare reports
- Ability to travel when needed
- Work with clients in sensitive situations
- Ability to follow confidentiality agreements
- Maintain and update account records
- Answers all customer service questions regarding loan products

Minimum Qualifications

- Knowledge of lending
- Experience with Native Communities and Economic Development
- Ability to manage goals and follow plans
- Ability to travel to meetings, conferences and trainings
- Financial Analysis Skills
- Ability to act professionally
- Self driven work ethic
- Familiarity with computers and willingness to learn new software
- Customer Service
- Effective communication
- Flexibility to learn and adapt in a changing environment