

NORTHEASTERN PENNSYLVANIA ALLIANCE NEPA

JOB DESCRIPTION

POSITION TITLE:	Loan Closing Specialist
DIVISION:	Business Development Services
SUPERVISOR:	VP of Business Development Services
EFFECTIVE DATE:	March 30, 2026
FLSA STATUS:	Exempt
PAY GRADE:	Program Specialist

GENERAL DESCRIPTION:

The Loan Closing Specialist is a full-time, salaried, exempt position within the Business Development Services Division. The Loan Closing Specialist is responsible for coordinating, preparing, and completing all aspects of loan closings for NEPA Alliance business loan programs. This position ensures that loan documentation complies with federal, state, and local regulations, internal policies, and program requirements. The Loan Closing Specialist works closely with borrowers, attorneys, lenders, title companies, and internal staff to facilitate timely and accurate loan closings.

ESSENTIAL FUNCTIONS:

Individuals must have the ability to perform all the following Essential Functions:

1. Coordinate and manage all aspects of commercial and small business loan closings for NEPA programs.
2. Prepare, review, and assemble closing documents to ensure accuracy, completeness, and compliance with program requirements.
3. Interpret and apply federal, state, and local loan program requirements administered by NEPA.
4. Coordinate with attorneys, title companies, lenders, and borrowers to schedule and complete timely closings.
5. Review legal documents, including loan agreements, promissory notes, security agreements, mortgages, guarantees, and closing disclosures.
6. Confirm all closing conditions and underwriting requirements are satisfied prior to funding.

7. Coordinate collection and verification of insurance, liens, collateral documentation, and title work.
8. Prepare closing checklists and ensure documents are properly executed and recorded.
9. Maintain accurate loan data in internal databases and loan management systems.
10. Communicate with borrowers regarding closing requirements, timelines, and documentation.
11. Coordinate loan disbursements in accordance with approved terms and program guidelines.
12. Collaborate with the Business Finance Manager and loan servicing staff to ensure smooth transition to servicing.
13. Prepare closing-related reports and documentation for management, auditors, and regulatory agencies.
14. Stay current on lending regulations, compliance requirements, and industry best practices.
15. Maintain organized, complete loan files in compliance with record retention and audit standards.
16. Perform required physical, travel, and operational duties, including extended desk work, operating office equipment, driving to work-related functions, and occasional overnight travel.
17. Provide assistance to borrowers and partners on closing procedures and documentation.
18. Perform additional duties as assigned by the VP of Business Development Services and/or President & CEO.

ADDITIONAL FUNCTIONS:

1. Ability to assist with internal and external audits by providing loan closing documentation and explanations as required.
2. Ability to assist in various post-closing duties, including various loan servicing activities.
3. Ability to explain loan closing procedures and documentation to federal, state, and NEPA auditors.
4. Ability to assist in the development and refinement of loan closing policies, procedures, and checklists.
5. Ability to serve on various NEPA committees for the benefit of the organization.
6. Ability to assist other NEPA divisions by coordinating loan closings that complement other economic development programs.
7. Assist in promoting and supporting NEPA loan programs through interaction with borrowers, banks, attorneys, and economic development partners.

8. Ability to travel to clients, conferences and other NEPA Alliance related functions.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Business Administration, Finance, Accounting, Public Administration, Paralegal Studies, or a related discipline.
2. Experience in loan processing, loan closing, banking, lending, or related financial or legal field.
3. Knowledge of commercial loan documentation and closing procedures preferred.
4. Excellent oral and written communication, organizational, and attention-to-detail skills required.
5. Computer proficiency required, including loan management systems and video calling participation.
6. A valid Pennsylvania driver's license with Real ID and/or a valid U.S. passport is required, or the ability to attain one.
7. Must be legally employable in the United States.
8. Must be able to submit to and pass personal background clearances.