



## **SBA Pre-Close Review Specialist**

Our SBA Pre-Close Review Specialist is responsible for daily loan maintenance and payment processing. This specialist provides regular assistance with reporting and updates to loan data in the SBA Fiscal Transfer Agent platform to ensure regulatory compliance. Additionally, the SBA Pre-Close Review Specialist will perform daily monitoring of the SBA Department's shared email inbox and assist with other duties as assigned. Each project's life span will vary, with an average of 3-5 days. This position will be trained and supervised by a senior-level reporting specialist

### **Job Requirements:**

- High School Diploma or GED
- SBA experience or experience in retail or commercial banking, financial services, or title services strongly preferred

### **Qualifications:**

SBA experience is preferred but not necessary, and special attention will be paid to applicants with a background in retail banking, title services, or financial services. This role is best suited for an individual who thrives with developmental feedback and is eager to learn the unique attributes of SBA Lending. Must be detail-oriented, attentive to deadlines, and efficient with strong time-management skills. The best candidate is one driven to work in a team environment with a willingness to provide the best possible service to the closing staff and to fellow coworkers.

### **Why Midwest Regional Bank?**

Known as The Bank of Tradition and Progress, Midwest Regional Bank provides outstanding customer service and maintains a strong commitment to the communities we serve. As a community bank, we make all decisions locally and encourage our employees to bring new and innovative ideas to our daily processes.

We provide our employees with the tools and training needed to build and support career goals. Midwest Regional Bank is an Equal Opportunity Employer. All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening. Please send your resume to [hr@mwregionalbank.com](mailto:hr@mwregionalbank.com)