



## POSITION OPENING

**Position:** Credit Support Specialist

**Location:** In-Office Fresno, CA

### **Areas of Responsibility:**

Fresno Madera Farm Credit is searching for a self-motivated, highly driven individual to join our fast-paced team environment. The Credit Support Specialist will report directly to the Credit Support Supervisor and will be responsible for preparing loans for underwriting as well as ensuring the accuracy of information in the loan software application.

### **Essential Responsibilities:**

#### **Loan Process (Credit Support)**

- Enters information into loan software system
- Coordinates efforts with legal department by:
  - Preparing documentation/guidelines on information needed from legal department
  - Responding to questions from legal department regarding documentation
  - Meeting with legal to review entity information, documentation and signature authority
- Submit loans for pre-documentation processing following the established procedures
- Orders Preliminary Reports and Property Reports
- Orders uniform commercial code searches
- Processes Loan Pricing Requests
- Verifies accuracy of data entered

#### **Purchased/Sold Loans**

- Prepares Participation Certificates
- Tracks compliance on sold loans and posts to shared site in a timely manner
- Tracks compliance on purchased loans and clears related tickler
- Downloads documents from shared site
- Monitors tickler report

### **Loan Servicing (commensurate w/experience)**

- Coordinates Loan Renewal Process by:
  - Identifying information needed for renewal
  - Reviewing letters to ensure accuracy
- Processes Routine servicing actions by:
  - Entering data into loan underwriting software
  - Creating approval documents

### **Data Security and Confidentiality**

- Appropriately protects the confidentiality, security, and integrity of the Association's systems and data, including client data

### **Knowledge, Skills, and Abilities:**

- Working knowledge of Microsoft Word/Excel/PowerPoint/Outlook sufficient to create, update and save a variety of documents
- Working knowledge of financial statements
- Skill in gathering, compiling and organizing information
- Skill in analyzing information to formulate logical and objective conclusions
- Oral and written communication skills, sufficient to exchange information effectively with peers and supervisor
- Skill in proofreading and editing documents
- Skill in interacting and working effectively with others
- Skill in recognizing the need for action and initiating activities to address the need
- Skill in working independently
- Skill in differentiating significant and insignificant details
- General knowledge of credit analysis and regulatory requirements with respect to borrower's rights

### **Minimum Qualifications:**

- Associate's degree in business or related field or an equivalent combination of education and experience sufficient to perform the essential functions of the job

### **Physical Requirements:**

- Positions in this class typically require keying, talking, hearing, seeing, and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.
- The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer screen; and/or extensive reading.



***Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.***

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## **ABOUT US**

Established in 1917, Fresno Madera Farm Credit, headquartered in Fresno, provides quality credit and financial services in California's Central Valley. Our mission is to provide access to credit and related services to farmers and ranchers in our region. As an efficient organization, FMFC delivers quality service with people that are passionate about creating the best possible customer experience for the generations of farmers and ranchers that we proudly serve. Fresno Madera Farm Credit offers competitive compensation packages and excellent benefit programs. We have a team-driven, performance-focused culture, with a strong focus on customer service, and fulfilling our mission to agriculture.

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## **Salary: DOE**

*Minimum \$47,508 – Maximum \$71,899*

**Visit [www.fmfarmcredit.com](http://www.fmfarmcredit.com) for more information about the California Consumer Privacy Act.**

**Submit resume for review by email to [HRDept@fmfarmcredit.com](mailto:HRDept@fmfarmcredit.com).**

