

Job Vacancy Notice

Opening Date: April 22, 2025

Closing Date: Open Until Filled

Work Location: 1323 58th Street; Lubbock, Texas

Hourly Pay Rate: \$20.44 – \$22.84 hourly

Group/Classification: Full Time

Department: Caprock Business Finance Corporation/Economic Development

Lending Specialist Regional Services & Economic Development (Lending Programs)

Job Description Summary:

Caprock Business Finance Corporation and the South Plains Association of Governments is seeking a qualified individual with finance, accounting and/or loan processing experience to join our team. This position is responsible for providing support to loan programs which serve area small businesses and the performance of work directly related to the general business operations of the organization.

Specific tasks will include loan portfolio underwriting which includes a basic understanding of financial statements, collecting and analyzing financial information, maintenance of existing loan files, utilization of loan software, servicing of existing loans, administrative compliance with Federal and Local loan programs, and other associated duties.

Education and training may include a bachelor's degree in business, accounting, finance or a related, and/or at least two years of administrative experience. Job experience and education may be substituted on a year-for-year basis. The job requires exercising independent judgement, initiation of processes, organizational skills, and attention to details and procedures. Current undergraduate and graduate students are encouraged to apply as well.

The starting salary range for this position is between \$20.44 – \$22.84 hourly and is determined based on experience and conformity to the job description. This position will also have a fully paid benefits package which includes retirement, health, dental, vision, group term life insurance, paid vacation and sick leave, and optional life insurance for the employee. The South Plains Association of Governments is an Equal Employment Opportunity Employer. Please send resumes to Chelsey Baldivia, 1323 58th Street; Lubbock, TX 79412 or via e-mail at cbaldivia@spag.org.

Essential Job Functions:

- Operation of portfolio servicing for Federal and Local loan programs consisting of electronic loan file upkeep, record management, communication with borrowers, financial analysis and annual reporting.
- Collection and analysis of financial statements received from prospective small business borrowers and active portfolio.
- Maintaining strong working relationship with internal lending team, outside lenders, and small business borrowers.

