



Portfolio Associate (Support Position)

Full Time/Non-Exempt/In Office

Monday-Friday 8:30-5:00pm

Position Purpose:

CEDS Finance seeks a mid-level motivated professional Portfolio Associate supporting the Portfolio Management team in their work helping small business owners achieve their financial goals through loan servicing and post-loan technical assistance.

Somali language fluency is required for this position to best serve our borrowers.

The Portfolio Associate provides critical support to Portfolio Officers through:

- Accurately generating loan closing documents
- Accepting manual payments from borrowers and answering their questions
- Performing accurate data entry
- Managing, tracking, and perfecting collateral
- Tracking pre-loan disbursement conditions
- Other administrative and client-facing duties as assigned

Essential Functions:

PORTFOLIO MANAGEMENT: The team manages a portfolio of business loans. The Portfolio Associate accepts and records manual loan payments, and provides information to borrowers in person, via email, and by phone. Job duties include tracking and managing collateral, implementing first loss payee requirements, supporting loan collection, performing accurate data entry, and tracking pre-disbursement conditions to ensure completion prior to loans being disbursed.

LOAN CLOSING: The team follows rigorous processes to maintain external and internal compliance when issuing loans. This position generates accurate loan closing documents and assists in the loan closing process under supervision. In addition, the Portfolio Associate manages the internal process for closing fully paid loans, ensuring the accurate maintenance of paper and electronic documents.

TECHNICAL ASSISTANCE: The team provides some technical assistance to borrowers. This position is client facing and is responsible for providing basic support to borrowers, and for connecting borrowers to the business consulting team for more robust technical assistance.

PORTFOLIO COMPLIANCE: The team complies with a variety of internal and external reporting and data maintenance requirements. This position supports the team by generating and compiling accurate data upon request, depositing borrower fees and payments to the bank, working with the DMV and other agencies to perfect collateral, and generating and filing accurate credit claim forms.

External Credit Committee (ECC) Compliance: The team works closely with an external credit committee. This position supports other teams with ECC meetings, assignments, and other administrative tasks.



OTHER DUTIES

- Attends functions and represents CEDS Finance during, and occasionally outside of, regular working hours. Attendance outside of normal work hours is compensated through additional pay or equivalent time off in compliance with employment law.
- Performs other duties as assigned by management

Qualifications and Essential Skills:

- Somali language fluency.
- High School Diploma or equivalent.
- A minimum of one-year professional work experience. Loan servicing experience is preferred.
- Proficiency with MS Office Suite (Word, Excel, and PowerPoint). Intermediate Excel skills with the ability to understand and write basic formulas, develop charts and graphs for presentations, and summarize large datasets. A test will be administered.
- Proactive, professional, and hardworking with strong organizational and analytical skills.
- Ability to communicate, gain trust, and work with low-income individuals of wide-ranging cultures.
- Ability to work effectively in a team and operate independently as tasks require.
- A valid driver license and access to a vehicle are required for the accomplishment of off-site tasks related to collateral perfection, mailing, and bank deposits.

Salary & Benefits:

Hiring range \$52,000 - \$63,000

Health/Dental/Vision benefits

Flexible Spending Account

Retirement plan with employer match

Paid time off & holidays

Training in all tasks and functions

How to apply:

Submit your resume AND a cover letter that addresses your qualifications for the position to HR@CEDSFinance.org with the text "Loan Servicing Support Position" in the subject line. Applications missing the cover letter WILL NOT BE CONSIDERED.

About CEDS Finance:

CEDS Finance is a nonprofit microlender whose mission it is to support the American Dream of financial self-sufficiency by assisting refugees, immigrants, and those from underserved communities in Metro Denver through access to capital and small business support. We are a team of passionate, high-performing professionals seeking like-minded individuals to join our team.



VIBRANT COMMUNITIES. EMPOWERING BUSINESS OWNERSHIP.



CEDS Finance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, color, national origin, sex, sexual orientation, gender identity and expression, marital status, religion, ancestry, mental or physical handicap, or age. In addition to federal law requirements, CEDS complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.