



Job Description

Date: May 4, 2018
Title: Lending Assistant
Location: Boston, MA

Community Health Center Capital Fund, a nonprofit, certified Community Development Financial Institution, is seeking a responsible, organized, self-motivated individual to support all aspects of its loan program, including payment processing, financial statement data entry, report creation and general office support. The ideal candidate will be socially motivated, interested in community development and healthcare, and be excited to support and grow in the social lending movement.

Responsibilities:

The Lending Assistant reports to the Director of Loan Programs and is responsible for assisting the director and other staff in the following duties:

- Initiate and monitor loan portfolio payment receivables and payables
- Collect, input and analyze quarterly and annual borrower financial statements
- Prepare portfolio performance reports for internal and external audiences
- Track loan and grant reporting and covenant compliance
- Provide general office support for the loan program team

Requirements:

- A bachelor's degree in business, finance or health care management
- Excellent MS office skills (Word/Excel/PowerPoint)
- A very detail oriented and thorough personality
- The ability to multi-task effectively and work both independently as well as in a team environment
- Minimum one year professional office experience
- Previous experience within a lending environment is preferred including loan operations and servicing

As a growing entrepreneurial non-profit organization, Capital Fund provides exceptional opportunities to its staff members. The position offers a competitive salary and benefits package. Candidates should send a cover letter, resume, and salary requirements to Kathryn Graves, graveskatl@gmail.com.

No phone calls, recruiters, or staffing firms please!!

**Capital Link is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, age, sex, sexual orientation, religion, veteran's status, military status, creed, physical or mental handicap/disability or national origin.