



SUPPORT SMALL BUSINESS SUCCESS. COORDINATE CAPITAL. STRENGTHEN SOUTHERN IDAHO

Frontier Community Resources (FCR) is seeking a detail-oriented, organized, and customer-focused professional to serve as our next Commercial Loan Operations Specialist. This is an excellent opportunity to join a respected economic development organization whose work directly supports business growth, job creation, and community development throughout Southern and Southwestern Idaho.

As a key member of our lending team, you will coordinate commercial loan processing, closings, servicing, SBA reporting, and portfolio administration activities. Your work will help ensure that entrepreneurs, small businesses, and community development projects have access to the capital they need to grow and succeed. You will work closely with borrowers, lenders, attorneys, title companies, and government agencies while supporting critical lending programs that fuel economic development across the region.

If you enjoy working in a fast-paced environment, managing complex projects, maintaining exceptional attention to detail, and helping businesses achieve their goals, we encourage you to apply.

ABOUT FRONTIER COMMUNITY RESOURCES

Frontier Community Resources is a nonprofit economic development organization headquartered in Twin Falls, Idaho. For more than 50 years, we have partnered with businesses, communities, lenders, and public agencies to support economic growth and community development across Southern Idaho through programs such as SBA 504 financing, revolving loan funds (RLFs), Economic Development Administration programs, USDA Rural Development programs, community and economic development initiatives, and business technical assistance programs. We help entrepreneurs expand, communities thrive, and local economies grow.

POSITION SUMMARY

The Commercial Loan Coordinating Specialist provides operational and administrative support for Frontier Community Resources' commercial lending programs, including SBA 7(a), SBA 504, Revolving Loan Funds, and other financing initiatives. This position is responsible for coordinating loan processing, closing, servicing, compliance, and reporting activities to support an efficient and compliant lending operation. Working collaboratively with borrowers, lenders, attorneys, title companies, government agencies, and internal staff, the Commercial Loan Coordinating Specialist helps manage loan transactions from approval through payoff while supporting portfolio quality, regulatory compliance, and exceptional customer service.

WHAT YOU'LL DO

Loan Processing & Closing Coordination

- Coordinate loan transactions from approval through closing and funding.
- Obtain and review title reports, UCC searches, credit reports, collateral documentation, and other due diligence items.
- Prepare loan files and closing packages.
- Coordinate activities with borrowers, attorneys, title companies, and lending partners.
- Review post-closing files for completeness and compliance.

Loan Servicing & Portfolio Administration

- Maintain loan files, servicing records, and collateral documentation.
- Process servicing requests, documentation updates, and portfolio maintenance activities.
- Monitor filing requirements, collateral perfection, and key compliance deadlines.
- Maintain accurate loan information within organizational software systems.
- Support ongoing portfolio management and reporting activities.

SBA Loan Program Administration

- Administer SBA reporting and servicing requirements.
- Prepare and submit SBA Form 1502 reporting.
- Reconcile SBA CAFS reports and maintain SBA loan records.
- Support SBA compliance reviews, servicing actions, and audit preparation.
- Assist in maintaining SBA loan files in accordance with program requirements.

Financial & Operational Support

- Process ACH transactions and related documentation.
- Coordinate loan fee payments, invoices, and supporting records.
- Prepare reports and operational documentation requested by management.
- Support compliance monitoring and quality control activities.

Customer Service & Relationship Management

- Serve as a primary contact for borrowers regarding loan processing and servicing activities.
- Build strong working relationships with borrowers, lenders, attorneys, title companies, and community partners.
- Provide timely, professional, and accurate responses to inquiries.
- Support continuous improvement efforts that strengthen customer service and operational efficiency.

WHO WE'RE LOOKING FOR

The successful candidate will be:

- Highly organized and detail-oriented.
- Customer focused and relationship driven.
- Comfortable managing multiple projects and deadlines simultaneously.
- Skilled at problem solving and prioritization.
- Able to work independently while contributing to a collaborative team environment.
- Passionate about supporting entrepreneurs, small businesses, and economic development initiatives.

Preferred Qualifications

- Associate's or Bachelor's degree in Business, Finance, Accounting, Banking, or a related field.
- Three or more years of experience in commercial lending, loan operations, loan servicing, banking, or financial services.
- Knowledge of commercial loan documentation, collateral requirements, and closing procedures.
- Experience with SBA 7(a), SBA 504, USDA, or other government-guaranteed lending programs.
- Experience with SBA Form 1502 reporting and SBA CAFS systems.
- Familiarity with UCC filings, title reports, and commercial loan servicing.
- Strong Microsoft Office and business software skills.
- Excellent written, verbal, and interpersonal communication abilities.

COMPENSATION & BENEFITS

Salary: \$55,000 - \$65,000 annually.

Salary is dependent upon qualifications, experience, and demonstrated competencies.

Benefits Include:

- Medical and Dental Insurance
- Health Savings Account (HSA) or Medical Flex Spending
- Life insurance
- 403(b) retirement plan
- Employee Financial Incentive Program
- Paid holidays
- Paid time off
- Professional development opportunities
- Mileage reimbursement for approved travel

WHY JOIN FRONTIER COMMUNITY RESOURCES?

At Frontier Community Resources, your work has a direct impact on local businesses and communities. Every loan you help process, close, service, and maintain helps create jobs, support entrepreneurs, and strengthen the regional economy. You'll join a mission-driven team that values professionalism, collaboration, service, and community impact while offering meaningful opportunities for growth and development. More information about Frontier Community Resources can be found on our website at FrontierCR.org.

APPLY TODAY

Submit your cover letter, resume, and professional references to:

Attention: Commercial Loan Operations Specialist
Amy Brinkman, Director of Small Business Lending
abrinkman@csi.edu
Frontier Community Resources
(208) 732-5727 Ext. 3006

Applications will be accepted until the position is filled.

Frontier Community Resources is an Equal Opportunity Employer.