

Justine PETERSEN Housing and Reinvestment Corporation

Title: Compliance Associate

Reports to: Compliance Manager



Celebrating 25 Years of Community Impact

Justine PETERSEN Housing and Reinvestment Corporation's mission is to connect institutional resources with the needs of low- to moderate-income families so they can build long-term assets. Justine PETERSEN (JP) achieves this goal through its products, which include credit building and financial education, homeownership preparation and retention, and micro-enterprise lending and training. Our people-centered financing breaks barriers and economic divides by building equity, wealth, and financial freedom for diverse families and neighborhoods. JP is a Missouri not-for-profit 501(c) (3)

corporation and wholly owns a Community Development Financial Institution (CDFI), certified by the U.S. Department of Treasury

Job Responsibilities:

- I. Facilitate Micro-Enterprise & Great Rivers Loan Closings (60%)
 - A. Maintain the waitlist with all necessary loan information
 - B. Conduct Compliance Pre-check for loans submitted from Loan Counselors
 - C. Create closing documents for JP & GRCC loans,
 - D. Accurately enter new loans in TEA
 - E. Prepare collateral docs and other security agreements for collateral
 - F. Verify all required documents are saved in file prior to officially close loans
 - G. Be able to prepare physical folder for in-person closings
 - H. Obtain Flood certs
 - I. Acquire SAMs reports
 - J. Prepare and send DocuSign, FedEx shipping label and email instruction to clients for remote closings
 - K. Receive returned SBA loan documents via FedEx, confirm contents and notify the Compliance Manager, in order to request and/or disburse the funds.
 - L. Scan and save loan Documents in client's E: folder. This includes SBA and other collateral documents
 - M. Save signed DocuSign Documents in client's folder
- II. Loan Servicing (35%)
 - A. Enter Restructures and Renewals in TEA
 - B. Enter monthly Charge-off list in TEA
 - C. Report SBA Micro loans to MPERS
 - D. Produce monthly COLSON (1502) report
 - E. Provide paid Interest statements for clients
 - F. Prepare payoff and PIF letters
 - G. Generate per diem statements
- III. Other Assigned Duties (5%)
 - A. Support in person closings
 - B. Assist with other administrative duties as requested

This job might be for you if:

You think on your feet. You like learning new things, and you can learn them quickly. When things change, you know how to roll with the punches.

You're a self-starter. You are self-confident. Armed with knowledge of your job and organization, you are always looking to make things better for your clients and team.

You are a problem solver. You might not know the answer yourself, but you're going to figure it out.

You pay attention to details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused, and nothing falls through the cracks on your watch.

You might not be a tech wiz, but you learn new programs quickly.

You communicate clearly. You can explain just about anything to anyone, and you're comfortable communicating via email and on the phone.

You can work in an open and lively office.

You believe that a holistic people-centered asset building approach can make a visible difference in the lives of diverse families. You embrace that building credit by accessing and managing financial products is a powerful way to build assets, especially for low-income people. You know the basics about credit cards, credit reports and scores, have some familiarity with buying a home and you are keen to learn more.

How to apply:

Please provide a cover letter. In your cover letter, please provide a roadmap for your resume and experience: What parts of your resume should we pay particular attention to? Why are you a great fit for this position? In particular, we would like to know about your experience providing excellent customer service and demonstrating superior attention to detail.

Please send Cover Letter and Resume to gralliegh@justinepetersen.com

Full-time position

Job location: St. Louis Office

Salary Range: \$45k - \$50K

Please visit our website at www.justinepetersen.org. EOE