JOB ANNOUNCEMENT

Job Title: Portfolio Management Assistant

ORGANIZATION OVERVIEW

This is a full time position at the Enterprise Development Group (EDG), a Virginia based nonprofit that promotes opportunities for self-sufficiency and development to low-to moderate-income people through sustainable economic and community development initiatives. EDG accomplishes its mission through the provision of individual micro-loans, ranging from $500 to $50,000, business training, and pre-loan and post-loan technical assistance, that promote the growth of micro-enterprises owned by low- to moderate-income entrepreneurs.

POSITION OVERVIEW

Purpose of the position
ECDC Enterprise Development Group seeks to continuously grow its ability to reach low to moderate income refugees, immigrants and distressed individuals through small business support and increased funding from institutional grants: government, multilateral, banks, major foundations and corporates thus with significant increase in its portfolio. This requires effective management of the loan portfolio which is fundamental to EDG’s safety and soundness through a process of managing and controlling the inherent risks in the loan process before they become problems, causing including poor quality of the loan and performance, default and delinquency.

The position will be responsible for
(a) Verifying loan files for completeness and accuracy, posting loans on TEA, tracking loan repayment, follow-up collection, conduct bank reconciliation and handle cash and check, and,
(b) Assisting the Portfolio Manager in tracking the risk involved in the overall portfolio and individual loans
(c) Providing administrative and analytical support to the Portfolio Manager, including completing required paperwork, updating databases, maintaining records, and providing administrative coordination with finance, technical and client service areas.
(d) Assisting the Portfolio Manager in compiling data and preparing program reports to funding agencies periodically.

**Major Responsibilities**

1. **Verify loan review and approval process, files and documents for completeness and accuracy**
   This includes: eligibility fulfillment, client forms completeness, loan decision making documents and closing documents

2. **Lien perfection and termination documentation**
   This includes: filing copies of paper works and security interest filing payments, follow up perfection on security interest, input lien information in spread sheet (Log book), file copies of security interest in the loan package and file copies of security interest satisfaction and release

3. **Servicing and collections documentation**
   This includes: filing late payment notices served in the loan package, making collection calls to borrowers behind their payments, responding to borrowers’ phone call regarding delinquency notice and filing workout payment arrangement made with clients on loan package

4. **Managing repossession**
   This includes: filing copies of repossession letter on loan package, filing copies of repossession follow up and filing copies of title transfer to new buyer if any

5. **Conduct Bank Reconciliation**
6. **Handle Cash and Check**

**General**
While this job description is intended to be an accurate reflection of the duties involved in this position, ECDC EDG reserves the right to add, remove or alter duties when necessary.

**Qualifications: Education/Knowledge/Technical Skills and Experience**

(a) Bachelor's degree
(b) Analytical aptitude
(c) Accounting, finance, legal knowledge
(d) Previous banking and/or finance experience
(e) Interest in economic development and community lending is highly desired
(f) Excellent organizational and human relations skills in a cross-cultural environment/attention to detail
(g) Ability to prioritize, meet deadlines, and work gracefully under pressure
(h) Proficient in Microsoft Word, Excel, Power Point, Outlook
(i) Strong follow up skills
(j) Ability to problem solve and spot issues proactively
(k) Ability to work independently, but also a "team player"
(l) Ability to multi-task in a fast paced environment

**Reports to Portfolio Manager**
ECDC EDG offers Competitive Salary and Benefit Packages.
ECDC EDG is an Equal Opportunity Employer.

Send cover letter, along with resume, three professional references, salary requirements and writing samples via fax at 1-703-685-4200, email at edg-hr@ecdcus.org, cc fabebe@ecdcus.org