



URBAN LEAGUE OF BROWARD COUNTY Job Vacancy Posting

Title: Compliance & Lending Analyst
Department/Division: Entrepreneurship Center
Supervisor: Executive Vice President
Revision Date: August 2021

SUMMARY:

The **Compliance & Lending Analyst** is responsible for the substantive expertise, documentation, and management of all compliance requirements for a range of varied capital sources, including private, public (federal, state, local), and philanthropic capital managed and administered by the Community Development Financial Institution (CDFI). The compliance manager will be the primary resource for all compliance requirements, including tracking and reporting, managing current covenants and benchmarks, monitoring potential compliance breaches, triaging priorities, and recommending solutions to management. The position will track and report on all of CCCDC's capital including programs and funds to ensure that all aspects related to reporting and compliance are met in an accurate and timely manner. The position also engages in services activities to ensure alignment with compliance expectations and proper portfolio reporting. Requires strong aptitude with numbers, problem solving, and attention to detail, project management and collaborative skills. This position works collaboratively and cross functionally with the lending, finance, credit, IT, Knowledge Impact and Strategy and capital management teams. In addition, the role requires communication with external stakeholders, partners, and lenders.

CORE DUTIES AND RESPONSIBILITIES include the following:

- Manages the servicing and compliance
- Maintain loan system by managing system updates, and generating monthly portfolio reports
- Generate monthly invoices and manage payments and disbursements from lending partners and borrowers
- Advise EVP and underwriter of any potential problem areas and propose solutions
- Manage borrower covenant compliance and ensure timely receipt of required financial reporting
- Manage investor compliance and monthly, quarterly, semi-annual reporting and annual CDFI reporting
- Contribute to loan production goals by assisting with loan closings and maintaining closing checklists and loan files
- Conduct loan file audits and ensure quarterly document collection from borrowers
- Work to further develop and evolve the client management systems VistaShare Outcome Tracker and Downhome Loan Manager
- Coordinate with finance/accounting, credit, capital management and lending teams for information with respect to the associated loan portfolios, as well as financial and portfolio quality information
- Collect and analyze data (lending and impact) to contribute to funding applications, reports, and other projects as needed
- Assist with other portfolio management, compliance, and analytical functions as needed
- Tracks and report current covenants and benchmarks, monitoring potential compliance breaches, triaging priorities, and recommending solutions to management.
- Ensures contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION and/or EXPERIENCE:

- Bachelor Degree in Business, preferred. Or a combination of education and experience with a minimum of at least three years of relevant experience in compliance/reporting, project management and financial or data analysis.
- Experience working for a Community Development Financial Institution and/or other lending institution preferred

OTHER SKILLS, ABILITIES and QUALIFICATIONS:

- Resourcefulness and entrepreneurial spirit.
- Familiarity with government programs, philanthropy, legal documentation is a plus.
- Ability to identify and understand compliance metrics and requirements.
- Must be detailed oriented, proficient at working with and improving systems and possess strong aptitude with numbers.
- Project management skills.
- Strong critical thinking as well as oral and written communication skills
- Expert MS Office, including Excel, Word, and database skills.
- Knowledge of Salesforce and/or Precision LM (LMS) system is a plus.
- Demonstrated ability to establish and maintain systems for organizing work; well-developed time management skills and ability to meet stringent deadlines and time constraints.
- Mature judgement and demonstrated ability to work with minimal supervision in a fast-paced work environment.
- Demonstrated professionalism, diplomacy, and composure; flexible and able to adapt to a variety of situations.
- Ability to work cross-functionally with multiple business departments and in a team environment, including leaders within the company.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid Florida Driver's License and a reliable vehicle.
- Must pass a Level 2 background fingerprinting and drug screening.

Submit Cover Letter and Resume to:

hiring@ulbcfl.org