NEW BEDFORD
ECONOMIC
DEVELOPMENT
COUNCIL

1213 PURCHASE STREET
2ND FLOOR
NEW BEDFORD, MA 02740
NBEDC.ORG

About The New Bedford Economic Development Council:

The New Bedford Economic Development Council (NBEDC) is a nonprofit organization comprised of over 400 successful leaders in business, education, and government led by a nine-member Board of Directors. In conjunction with the Mayor's Office, the Council sets the agenda for the city's key strategic economic development areas. The Executive Director of the NBEDC, with a talented and dedicated team of six professionals, is responsible for the coordination and implementation of the organization's programs and initiatives.

https://nbedc.org/

Specialist—Financial Services | Compliance

Financial Services Support
- Provide basic backup to the financial administration function to process checks and perform basic financial inquiries/entries to assist or in the absence of the Director of Financial Management.
- Monitor the weekly payment ledger to determine delinquent accounts.

Maintenance, Servicing, and Reporting of NBEDC Incentive and Loan & Grant Portfolios
- Mastering use of the NBEDC's cloud-based loan origination, processing and servicing platforms as well online grant software and government reporting portals.
- Assisting the Senior Lending Officer with the origination, processing, underwriting, closing, and servicing of new and existing loans.
- Manage loan assets to promote compliance with approved terms and conditions including the timely repayment of loans, and receipt of financial, job monitoring, and collateral data.
- Assist in conducting internal audits to ensure compliance with state, federal, and private guidelines, and job creation/retention and collateral requirements. With the Director of Financial Management, assist in the preparation of timely, accurate reports to state, federal, and private agencies, NBEDC Board, and the NBEDC Loan and Finance Committees.
- Maintaining physical and digital files of all loan and grant files.
- Establish and maintain the system for individual loan and grant files with a checklist for each file to ensure compliance issues are met. Information within these files is confidential and should only be accessed by the Specialist, Senior Lending Officer, and Director of Financial Management. Maintain all requirements for insurance binders including annual notification correspondence requesting information and the preparation of cancellation notices when applicable.

NBEDC Technical Assistance Program
- Assist staff with scheduling of the NBEDC Technical Assistance Program. This includes the pre/post loan technical assistance outreach, coordinating technical assistance workshops and individual meetings with NBEDC partners.
- Assist staff with tracking and reporting of technical assistance provided to NBEDC lending and grant clients.

Compliance & Job Monitoring
- Maintain oversight for all job-related activity for active loan and grant files including reporting to be collected for CDBG quarterly reporting, job monitoring correspondence to clients to ensure compliance, follow-up correspondence for non-compliance.

May perform other duties as directed by the senior director of financial incentives or executive director.

Preferred Qualifications:

- Minimum of associate's degree in accounting/finance or related business field
- Two or more years of experience in banking role, lender familiarity preferred
- Familiarity with generally accepted accounting principles
- Excellent communication, and interpersonal skills

Compensation: Salary range of 42,000 - $48,000 depending on experience. This is a full-time position with competitive benefits and the ability to work in-office and remotely.

How to Apply: Interested candidates should submit a resume, cover letter, and three professional references to abbey@mhgnb.com by 5:00 PM on November 5, 2024. Please include "Director of Finance Management - [Your Name]" in the subject line.

The New Bedford Economic Development Center is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences.