

South Eastern Council of Governments (SECOG)/Dakota BUSINESS Finance (DBF)

Title:

Closing Officer

Hiring Range:

\$41,210 - \$61,814 annually plus benefits

Job Description:

Primarily responsible for closing loans for the SBA 504 loan program and the South Eastern Development Foundation's regional revolving loan fund. Applicant also handles construction drawdowns, lien waivers, and other duties associated with the development of affordable housing.

Status:

Full-time

Minimum Qualifications:

Graduation from a college or university with a bachelor's degree in business, or legal or paralegal studies or related field and 1+ years of experience in closing commercial loans, experience with a closing attorney or title insurance office or real estate office; or any such combination of education, experience, and training as may be acceptable to the hiring authority. Possession of a valid driver's license is required. Please do not apply for this position unless you meet the minimum qualifications. This is not a training position.

Deadline:

Send resume, cover letter, salary history (verified), and professional references in confidence to:

Lynne Keller Forbes, Executive Director
South Eastern Council of Governments
Dakota BUSINESS Finance
South Eastern Development Foundation
500 N. Western Ave, Suite 100
Sioux Falls, SD 57104

Or e-mail resume, cover letter, salary history, and professional references by 8/18/2017 to: lynne@secog.org. Review of resumes will begin immediately.

Complete Job Description:

Visit our website (www.secog.org) or (www.dakotabusinessfinance.com) for the full job description or to obtain further information about SECOG, the South Eastern Development Foundation and Dakota BUSINESS Finance.

SECOG is an equal opportunity employer. Employment offers will be subject to SECOG's pre-employment screening which includes, but is not limited to, the following: references check, education verification, Federal background check, sex offender list, and driving record.