



**Wisconsin Native Loan Fund, Inc.
Position Description**

Position:	Loan Clerk
Reports to:	Director of Lending
Hourly:	\$20.00-24.00 per hour
Status:	Full-Time Hourly Position
Location:	Lac du Flambeau, Wisconsin – <i>this is not a remote position</i>

Wisconsin Native Loan Fund, Inc. is a non-profit 501(c)(3) Community Development Financial Institution (NCDFI) that provides affordable lending products, financial education, entrepreneur/small business, and community development capacity building services. Our mission is to improve capital access, financial health, homeownership, small business opportunities, and economic development, thereby increasing the financial well-being of Wisconsin Native American families and communities.

Summary

The loan clerk facilitates the lending process by gathering, reviewing, and verifying applicant data, preparing loan documentation, and maintaining records for compliance. They will report to the Director of Lending and work with the Loan Officer to aid clients in the application process. This is a stepping-stone role at a rapidly growing company, with opportunities for future advancement.

Major Duties

- **Application Processing:** Interview applicants to obtain personal/financial information, input data, and ensure applications are complete and accurate.
- **Documentation & Compliance:** Prepare loan files, closing documents, and legal papers while ensuring compliance with established company policies.
- **Verification:** Compute debt ratios, verify income, and assess collateral value.
- **Customer Service:** Act as a point of contact for borrowers, answering questions on loan status, terms, and repayment schedules.
- **Administrative Tasks:** Answer phone, file and archive documents, process mail, and update loan tracking systems.

Minimum Qualifications

- High school diploma, associate's degree preferred.
- High ethical, professional, and confidentiality standards
- Exceptional interpersonal, oral, and written communication skills; strong problem-solving skills
- Understanding of, and demonstrated sensitivity to, the challenges faced by low-income individuals seeking to become economically self-sufficient.
- A valid driver's license, reliable transportation, and automobile insurance are required, as well as the ability to travel frequently.

Equal Opportunity Employer

WINLF is an Equal Opportunity Employer, *except to the extent required by Native American Preference and Veteran Preference*. WINLF prohibits discrimination on the basis of race, color, creed, religion, sex, pregnancy, age, national origin, marital status, physical or mental disability, and any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination, and other matters affecting terms and conditions of employment.

WINLF provides competitive pay, a generous benefits package (to FT employees), and a supportive work environment. WINLF is a drug-free work environment. Pre-employment drug testing and criminal background checks may be required.

To Apply:

Please submit the following to Ron Teliszczak, Contractual Human Resource Manager at rteliszczak@glitc.org:

- Resume with three (3) professional references.
- Copy of Education Degree and Training Certifications.
- Salary/Hourly Rate requesting and Work Schedule Preference
- Cover letter explaining how your knowledge, skills, and abilities fit this position & our organization.
- Copy of Tribal Enrollment and/or veteran status card.