



**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

- A degree in business, finance, economics, or another related field is preferred. (3 years of professional experience may substitute for an advanced degree).
- Essential skills include strong organizational, math, and communication abilities, along with proficiency in computer software like Microsoft Office.
- Previous experience in banking, customer service, or clerical work is preferred, though on-the-job training will be provided to the right applicant.
- High ethical, professional, and confidentiality standards
- Self-motivated with the ability to be productive while working independently. Proven ability to multitask efficiently & effectively.
- Knowledge of computers, websites & database systems, and ability to quickly learn to use and adapt to new proprietary software.
- Exceptional interpersonal, oral, and written communication skills; strong problem-solving and public-speaking skills
- Strong business and financial analysis skills with experience in underwriting and credit risk analysis preferred
- Understanding of, and demonstrated sensitivity to, the challenges faced by low-income individuals seeking to become economically self-sufficient. Demonstrated commitment to social, economic, and racial justice.
- 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 Teliszcak, Contractual Human Resource Manager at rteliszcak@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.