



## **Portfolio Analyst**

*Greenville, SC*

Lima One Capital is offering an opportunity to be a part of the exciting home renovation industry. We are searching for a quality person who possesses strong values, a great work ethic, attention to detail, assertiveness, and confidence. The new hire will work within the finance department of the company.

A generalized list of job responsibilities is below.

### **Education and Experience Requirements**

- Bachelor's Degree is preferred
- 1-2 years of professional-level experience
- Lending and/or loan servicing industry experience is preferred but not required

### **Position Requirements**

- Gain proficiency in company's loan servicing software as well as any new systems that may be implemented in the future
- Assist with the monthly billing and collections cycle
- Analyze and report on overall portfolio performance and risk metrics
- Monitor the status of delinquent payments and follow-up on an ongoing basis
- Generate payoff letters
- Monitor maturing loans and ensure borrowers have an exit strategy.
- Assist with borrower tax and insurance accounts and perform escrow analysis.
- Assist with construction draw entry and ensure correct escrow and principal balances
- Interact with clients daily to answer questions, solve problems, and deliver the highest-level of customer service
- Maintain detailed records including client contact notes and loan modifications
- Other projects as necessary

### **Skills Required**

- Excellent communication and customer service skills
- Efficient with Microsoft Excel, expertise given strong preference
- Loan servicing experience is preferred
- Experience with Crystal Reporting or SQL would be a plus
- Ability to work in a complex team environment
- Ability to work under minimum supervision and manage tight deadlines

**Benefits**

- Medical insurance
- Dental insurance
- Life, short-term disability, and long-term disability
- 401k plan
- Paid vacation

If you're interested in this position, please email [Employment@LimaOneCapital.com](mailto:Employment@LimaOneCapital.com).