

Associate - Loan Closing/Booking, Louisiana

Job ID R75614 **Updated date** 05/10/2019 **Location** New Orleans, Louisiana

Place St Charles (37701), United States of America, New Orleans, Louisiana

At Capital One, we're building a leading information-based technology company. Still founder-led by Chairman and Chief Executive Officer Richard Fairbank, Capital One is on a mission to help our customers succeed by bringing ingenuity, simplicity, and humanity to banking. We measure our efforts by the success our customers enjoy and the advocacy they exhibit. We are succeeding because they are succeeding.

Guided by our shared values, we thrive in an environment where collaboration and openness are valued. We believe that innovation is powered by perspective and that teamwork and respect for each other lead to superior results. We elevate each other and obsess about doing the right thing. Our associates serve with humility and a deep respect for their responsibility in helping our customers achieve their goals and realize their dreams. Together, we are on a quest to change banking for good.

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Commercial Operations (CML Ops) is one of the largest divisions in the Commercial Bank, this team's scope is horizontal across the bank and as such it supports numerous critical processes and transactions. By incubating innovative solutions and embracing technology, this team creates an unforgettable and unparalleled experience for our associates and clients. One of the most impactful groups in the CML Ops team is the Loan Operations team.

The Commercial Loan Operations team (CLO) supports a total loan portfolio of \$110BN and provides ongoing support for the life of the loan. The organization focuses on delivering scale and efficiency, nailing operational risk, providing a beautiful client experience and enabling talented associates to excel. The team is currently growing and searching for an Associate, Middle Market Banking - Loan Closing/Booking.

Job Description & Ideal Candidate:

The role includes analytical components (i.e. interpreting credit agreements) related to various loan/fee accruals, calculations as well as ongoing/ad-hoc reconciliation and remediation, and driving the closing process for commercial loan products, which include new loans, modifications and extensions. The Associate will be the primary contact and decision maker for all aspects of the deal closing process.

The ability to learn quickly and adapt to change are important skills to the role as well as great communication skills and product knowledge. Additionally, important is the ability to clearly convey complex concepts and issues in a concise way; as well as work collaboratively among stakeholders to help facilitate ongoing change management – all while living our core values. This individual's responsibilities will include (but are not limited to):

Responsibilities:

- Review complex loan documents, initiate and drive deal closing calls that include internal and external deal team members and counsel.
- Ensure documentation accurately reflects the intentions of the credit approval.
- Facilitates teamwork and continuity.
- Solid knowledge required for role and pursues gaining new knowledge when required.
- Positively accepts change and engages productively with team and relevant stakeholders.
- Ensure transactions are closed in compliance with the Bank's loan policy and any other requirements designated by the credit approval.
- Work with Relationship Manager/Underwriter to understand the transaction and make sure that all relevant documentation is obtained for a timely closing.
- Liaise and coordinate pre-closing requirements with internal and external clients (Underwriter, Relationship Manager, Syndication Desk, Borrowers, Lenders).
- Demonstrates ability to balance required regulatory and policy requirements when making decisions.
- Remain current on all pending and proposed regulatory changes affecting compliance.
- Ensure Know Your Customer "KYC" requirements have been met prior to closing a transaction.
- Resolve issues that might impede closing and use judgment to involve the manager and internal counsel when required.

- Complete post-closing steps to ensure that all necessary documentation is received by downstream partners.
- Monitor and clear loan exceptions; respond to audit requests
- Book and fund new loans and related activities in loan accounting system.
- Perform process quality reviews of work such as cash break analysis and comprehensive testing of system enhancements.
- Develop, design, and follow inter-departmental controls and risk-reducing processes.
- Prepare and submit periodic departmental, team, and metric reports.
- Maintain accuracy and customer satisfaction as the singular priority.

Basic Qualifications:

- High School Diploma, GED or equivalent certification

Preferred Qualifications:

- Bachelor's Degree or Military Experience
- At least 1 year of experience with commercial loan operations or at least 2 years of closing experience
- Experience with Microsoft Office or experience with Google Suite

At this time, Capital One will not sponsor a new applicant for employment authorization for this position.

No agencies please. Capital One is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to sex, race, color, age, national origin, religion, physical and mental disability, genetic information, marital status, sexual orientation, gender identity/assignment, citizenship, pregnancy or maternity, protected veteran status, or any other status prohibited by applicable national, federal, state or local law. Capital One promotes a drug-free workplace. Capital One will consider for employment qualified applicants with a criminal history in a manner consistent with the requirements of applicable laws regarding criminal background inquiries, including, to the extent applicable, Article 23-A of the New York Correction Law; San Francisco, California Police Code Article 49, Sections 4901-4920; New York City's Fair Chance Act; Philadelphia's Fair Criminal Records Screening Act; and other applicable federal, state, and local laws and regulations regarding criminal background inquiries.

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