

Sr. Associate, Loan Operations Closer

Sr. Associate, Loan Operations Closer – Melville, NY

Are you looking for a challenging role that includes the convenience of working virtually at home? Then a Capital One Commercial Ops role may be the role for you! You must be within 100 miles driving distance from our Capital One hub in Melville, NY

Capital One Commercial Operations is looking for candidates to support the growing Commercial Loan Operations Closing Team. The team supports day-to-day operations of loans pertaining to unique or niche industries that require special handling and industry knowledge. The primary function is loan closing, booking, and funding within the various lines of business in Middle Market Banking that Capital One Commercial Loan Operations supports.

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 to 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 work collaboratively among stakeholders to help facilitate ongoing change management.

Some of the primary functions of the role include:

- 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 judgement 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.
- Other duties as assigned

Work at Home Technology Requirements:

- A secure home office environment that is free from background noise and distractions
- A reliable private internet connection that is not supplied by using cellular data (hot spot)
 - Cable or fiber connections are preferred
 - Internet service download speeds must be at least 5 mbps, with 10+ mbps preferred - check your download speed using a speed test. A sample one can be found [here](#). To test your home internet from your personal computer at home, type www.speedtest.net into the web browser of your personal computer.
 - Sustained ability to maintain latency less than 250 ms in voice calls is required
- Hard wired connectivity is preferred, any use of wireless connectivity must be Private (non-public) and password protected through WPA2-PSK (AES) encryption. If you have any questions about your encryption, please consult with your internet provider
 - A private network is password protected where you have ownership or line of sight to every device on the network
- Capital One reserves the right to request proof of internet provider, speed and service package from the associate
- Requirements are subject to change, as new systems and technology are delivered. Capital One reserves the right to modify internet service requirements with sixty (60) days notice.

Candidates must live within 100 miles driving distance of one of the hub locations based in Melville, NY

QUALIFICATIONS

Basic qualifications:

- High School Diploma, GED, or equivalent certification
- At least 2 years of experience with Commercial Loan Operations

Preferred qualifications:

- Bachelor's degree or military experience
- 3 years of experience with Commercial Loan Operations
- 3 years of Commercial Loan Closing or Servicing experience
- At least 1 year of experience with ACBS
- Experience with Intralinks or SyndTrack
- Experience with Google Suite

Apply for this Position

<https://www.capitalonecareers.com/job/melville/sr-associate-loan-operations-closer/1732/19602665>

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.

If you have visited our website in search of information on employment opportunities or to apply for a position, and you require an accommodation, please contact Capital One Recruiting at 1-800-304-9102 or

via email at RecruitingAccommodation@capitalone.com. All information you provide will be kept confidential and will be used only to the extent required to provide needed reasonable accommodations.

For technical support or questions about Capital One's recruiting process, please send an email to Careers@capitalone.com

Capital One does not provide, endorse nor guarantee and is not liable for third-party products, services, educational tools or other information available through this site.

Capital One Financial is made up of several different entities. Please note that any position posted in Canada is for Capital One Canada, any position posted in the United Kingdom is for Capital One Europe and any position posted in the Philippines is for Capital One Philippines Service Corp. (COPSSC).

Who We Are

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.