



Closing Specialist

Conterra Ag Capital, a growing agricultural lending and asset management company located in West Des Moines and serving agricultural producers nationwide, is seeking a Closing Specialist to join its Closing Department. The Closing Specialist will be responsible for overseeing and facilitating the closing of agricultural loan transactions. Ideal candidates will have a basic knowledge of or experience in ag real estate and/or commercial lending.

Essential Duties and Responsibilities:

The Closing Specialist works collaboratively with both the Underwriting Department and Legal Department, and generally is assigned the following duties and responsibilities:

- Oversees the closing function on full serviced loans; coordinates all closing activities by working with underwriting staff, the borrower, field servicer, title insurance officer, surveyor, appraiser, legal counsel, insurance representative, and environmental engineers.
- Orders and reviews all documents related to loan closings, involving underwriting staff and legal counsel as necessary regarding irregularities.
- Assists in the development, updating and maintenance of closing procedures and forms.
- Completes on-boarding of new loans in servicing platform.
- Creates physical and electronic loan files, along with scanned documents in the servicing software and helps facilitate delivery of original documents to custodian banks.
- Assists in the creation and preparation of reports for Senior Management, Investors and accounting staff.
- Sends Welcome Packets to seller banks and borrowers.
- Provides front line customer service to Farmer Mac, Investors, seller banks, field servicers, and borrowers.
- Assist with internal and external audits and reviews.
- Provide back-up to reviewing the loan boarding and recording of service actions for the Farmer Mac II/USDA portfolio.

Experience/Qualifications:

The following experience is representative of the knowledge, skill, and ability desired for the position:

- Bachelor's degree from an accredited college or university.
- Experience in customer service.
- Excellent communication and interpersonal skills.
- Knowledge of and proficiency with MS Office programs.
- Ability to work independently and collaboratively as the situation dictates.
- Demonstrated ability to prioritize work, be detail oriented, and manage deadlines.

Apply:

To apply for this position, please send a cover letter, resume and salary expectations to human.resources@ConterraAg.com and include in the subject: **Closing Specialist**. All applicants must be able to work in West Des Moines, Iowa, or any other location designated by Conterra for the position.