

Job Posting

Position: Loan Administrator
Location: Chicago, IL

We are currently seeking a qualified candidate to join Madison Capital Funding (“Madison” or the “Firm”). Headquartered in Chicago, Illinois, Madison is a premier finance company providing a variety of cash flow based, leveraged capital products to private equity sponsors. The ideal candidate will greatly contribute to the Firm’s future growth. This position provides an excellent opportunity to expand upon an individual’s monitoring, processing, and technical skills within a results oriented and challenging environment.

Key Areas of Responsibility:

- ↪ Execute end of month processing, which includes generating monthly interest and fee statements, term loan transfers, the manual calculation of certain fee types, and the generation of all of the computerized month-end reports for senior management and the accounting department. Process daily advance requests from clients or settlements from agent banks.
- ↪ Balance and process wires received from clients. Post all cash received in operations bank account to client loans and reconcile to client reports when received.
- ↪ Responsible for funding of new loans. This includes reconciling funds flow to make sure all monies are accounted. Review legal documents in order to populate loans in a Wall Street Office database.
- ↪ Establish and maintain ongoing LIBOR Loans and contracts.
- ↪ Perform daily and weekly settlements for participants.
- ↪ Ensure timely and accurate processing of monthly client borrowing bases. Prepare tickler date entry forms for inputs to the system on all items received.
- ↪ Process incoming monthly interest and fees paid from agent banks and reconcile to Wall Street Office.
- ↪ Reconcile all postings done on Wall Street Office before performing end of day closing. This process insures all balancing of daily incoming and outgoing wires in bank accounts.
- ↪ Assist with or perform any other duties or special projects which are deemed necessary by the Operations Manager.
- ↪ Provide excellent customer service to both external and internal contacts. Provide timely responses to internal and external customers.
- ↪ Responsible for maintaining reconciled accounts.
- ↪ Provide assistance to the accounting department when discrepancies arise in closing month-end.
- ↪ Ability to create and/or maintain excel spreadsheets that involve complicated functions and formulas.

Loan Administrator Role

The ideal candidate has experience in finance or accounting, and has a strong working knowledge of Microsoft Excel. The Operations Department is an integral part of any secured lending organization; it not only acts as the support staff to the Credit Department, but also acts in a customer service capacity as representatives to our borrowers. The Operations Department is responsible for the accurate and timely funding of daily client advances, the maintenance of accurate collateral balances, the daily reconciliation of all bank accounts, calculating daily cash positions and reporting to accounting.

Candidate Profile

- ↳ Prior Loan Administration experience preferred
- ↳ At least 3 years of relevant work experience
- ↳ Robust analytical and organizational skills
- ↳ Excellent written and verbal communication skills, helpful team player
- ↳ Ability to multi-task and manage time and workload efficiently
- ↳ Strong work ethic, accuracy and attention to detail
- ↳ Practical knowledge of Excel, including complex formulas
- ↳ Knowledge of Wall Street Office is a plus
- ↳ Bachelors degree in finance or accounting is a plus

Contact Information

Qualified and interested candidates should send their resumes and cover letters to rebecca_sekosky@mcflc.com.