



New Jersey Economic Development Authority

Job Description

Job ID: 2023-1985
Job Title: Closing Associate
Grade Level: H14
Salary Range: \$58,080 - \$72,600
Open Date: 08/17/2023
Close Date: 09/30/2023

Job Summary

Provides preparation and review services of basic legal documents and due diligence regarding the closing of Authority products ("EDA Products") with a minimum of supervision.

Essential Duties and Responsibilities

- Coordinates and handles all aspects of basic EDA Products closing and post-closing activities.
- Prepares basic commitment and approval letters, closing instructions, and EDA Product documents with minimum supervision, and final EDA Product documents for Director/Program Manager/Deputy Attorney General review; and:
 - Interacts with internal staff/ borrowers/attorneys/consultants/ title companies/ senior level executives/insurance companies/other state agency staff; and other lenders to facilitate closings.
 - Reviews title reports, various searches; communicates comments to borrowers/ grantees/ attorneys/ title companies and advises appropriate staff and Program Manager of any concerns and extinguishes any exceptions and resolves issues
- Responsible for closing EDA Products in an electronic environment; and in accordance with Authority's requirements.
- Prepares and processes the closed EDA Product files in accordance with approved post-closing procedures to fully protect the Authority's financial and regulatory exposure.
- Performs quality control duties to ensure completeness and accuracy of post-closing processes and documentation for assigned projects.
- Reviews and prepares basic modification documents following approvals, ensuring modifications are completed accurately and timely; prepares substitution and/or release of collateral documentation, as necessary.
- Inputs EDA Product information into CRM/Enable and updates systems on continual basis as applicable.
- Evaluates workflow processes to identify and implement changes to improve efficiencies for customers and staff.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers.
- Participates in special projects as requested by Director/Program Manager; assumes additional duties, as required by department workload, Authority initiatives and creation of new products.
- Performs other duties and special projects, as assigned.
- Must complete annual and semiannual self-assessment as required.

Skills and Abilities

- Basic knowledge of secured lending and/or non-repayable transactions; and comprehension of lending and legal document language
- Ability to read, understand and interpret and be proficient in the statutes, regulations, policies and procedures; and in multiple Federal and State rules and regulations
- Familiar with legal terminology and documents; ability to accurately review basic legal documents for acceptability
- Ability to analyze basic legal problems, concepts, and documents; and draft legal documents
- Ability to understand, accept and adhere to established Authority procedures

- Self-starter, ability to work with minimum supervision
- Emotionally intelligent; demonstrates strong interpersonal and customer service skills
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and function effectively under pressure
- Excellent interpersonal and negotiating skills when dealing with external business professionals and NJEDA staff
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.

Qualifications

Education and Experience Requirements

- Bachelor's degree and/or equivalent professional experience
- Minimum two – five years' experience in a legal and/or banking environment
- Formal legal training and education or possess willingness to obtain legal education.

Advanced degree or industry specific certification may be substituted for 1 year of experience

Physical Demands

- Minimal
- May require work outside of normal business hours

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- **License:** Staff are required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position.

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer
NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the "New Jersey First Act" which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
- Must review the required NJEDA Ethics Guidelines.
- Those guidelines to can be found here:
 - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
 - https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf

HOW TO APPLY

Interested Applicants **MUST** submit their resume through our online applicant tracking system.

<https://careers-njeda.icims.com/jobs/1985/closing-associate/job>

For general recruitment questions, please email us at NJSAME@NJEDA.GOV

Visit us online at www.njeda.gov