



# Monroe Capital

## Job Description

Title                      Senior Loan Operations Analyst  
Department(s)      Operations  
Reports to              Vice President, Operations Manager

### Job Summary:

We are seeking a skilled and experienced loan closer / servicer to join our growing operations team who should be able to work independently with an understanding of commercial lending terminology. The Senior Loan Operations Analyst's primary focus will be the management of a portfolio of agented and non-agented loan transactions.

### Primary Job Responsibilities:

- Close and book new transactions (including amendments and restructures to existing deals), create system input documents and overall coordination of the operational portion of a new deal closing
- Review relevant draft legal documents and provide value added operational comments
- Develop strong relationships with the deal closing and underwriting teams to ensure successful and efficient deal closings
- Set up and maintain assets for various funds in Wall Street Office
- Manage a portfolio of direct agented and non-agented deals
- Prepare closing and funding notices and coordinate with multiple lenders
- Post customer advances, payments and loan contract continuances
- Enter wires to settle with participants and funding partners while ensuring that all members remain in sync
- Invoice clients and create system notifications of activity
- Provide excellent customer service by keeping direct agented customers and participants apprised of loan activity
- Respond to internal and external inquiries regarding loan balances, interest, fees and expenses and respond to ad-hoc requests and audit inquiries
- Monitor account activity and identify incoming payments from multiple bank accounts
- Proactively identify loan performance concerns and communicate these to the portfolio management team
- Perform daily cash reconciliation
- Assist the Accounting Department with questions regarding reconciliation of cash and loan position activity
- Correspond with agent banks to reconcile variances on indirect deals Initiate wire transfer of funds as required
- Special projects upon request

### Requirements:

- 7+ years of Accounting or Operations experience
- In depth experience closing and servicing complex syndicated credit facilities
- Advanced understanding of legal credit agreements and the ability to translate them into servicing system requirements
- Corporate Finance or Middle Market lending background
- Proficiency with the Microsoft Office products



- Ability to interface with numerous constituents at various levels
- Self-starter with a positive attitude and the ability to work independently and conscientiously
- Ability to multi-task, balancing many responsibilities simultaneously
- Strong work ethic – work with a high sense of urgency – detailed oriented
- Works well in a team environment
- Good written and verbal communication skills
- Familiarity with the Wall Street Office loan system and proficiency in processing a plus
- Bachelor's Degree in Accounting, Finance or Business Administration preferred

#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

#### About Monroe Capital

Monroe Capital LLC (“Monroe”) is a private credit asset management firm specializing in direct lending and opportunistic private credit investing. Since 2004, the firm has provided private credit solutions to borrowers in the U.S. and Canada. Monroe’s middle market lending platform provides debt financing to businesses, special situation borrowers, and private equity sponsors. Investment types include cash flow, enterprise value and asset-based loans; unitranche financings; and equity co-investments. Monroe is committed to being a value-added and user-friendly partner to business owners, senior management, and private equity and independent sponsors. The firm is headquartered in Chicago and maintains offices in Atlanta, Boston, Los Angeles, New York, and San Francisco.

Monroe has been recognized by Creditflux as the 2018 Best US Direct Lending Fund; Private Debt Investor as the 2018 Lower Mid-Market Lender of the Year; Mergers & Acquisitions as the 2018 Lender of the Year; Global M&A Network as the 2018 Small Middle Markets Lender of the Year; M&A Advisor as the 2016 Lender Firm of the Year; and the U.S. Small Business Administration as the 2015 Small Business Investment Company (SBIC) of the Year. For more information, please visit [www.monroecap.com](http://www.monroecap.com).

#### Contact

Please send all inquiries to: [careers@monroecap.com](mailto:careers@monroecap.com). Interested and qualified candidates should email resume and cover letter with the job title included in the subject line.