



POSITION OPENING

Position: Credit Support Specialist

Location: In-Office Fresno, CA

Areas of Responsibility:

Fresno Madera Farm Credit is searching for a self-motivated, highly driven individual to join our fast-paced team environment. The Credit Support Specialist will report directly to the Credit Support Supervisor and provides essential support to the lending staff by preparing loan actions, processing routine loan servicing and file maintenance, and supporting customer service efforts throughout the loan lifecycle. This position works collaboratively with Relationship Managers, Credit Analysts, Legal, and Loan Accounting to ensure loan documentation is accurate, complete, and compliant.

Essential Responsibilities:

Loan Actions, Renewals & Portfolio Support

- Partner with Relationship Managers and Credit Analysts to understand lending opportunities and translate them into formal loan actions within the loan system (AgWorx)
- Maintain timely, accurate loan notes and engage the deal team to support alignment, efficiency, and adherence to timelines
- Support renewals and modifications by preparing loan actions and assisting with member communications (renewal letters and needs lists) at least 90 days prior to maturity
- Verify active covenants, review documentation status, and recommend remedies for past-due items or exceptions

Entity, Collateral & Documentation Review

- Review entity and individual records, including Secretary of State filings, UCC/iLien searches, and amendments, to ensure required documentation is current and complete
- Perform Know Your Customer (KYC) due diligence and create or update account profiles tied to loan transactions
- Confirm collateral documentation is complete to initiate internal requests such as appraisals, chattel reviews, and inspections
- Order preliminary title reports, endorsements, and property searches with external title providers when applicable
- Upload, store, and organize member documents in document retention systems (DocMan) using established naming conventions

Loan Servicing, Purchased/Sold Loans & Administrative Support

- Initiate and support loan servicing actions including extensions, fixed-rate requests, fee tranches, and partial releases in coordination with Relationship Managers
- Provide notary services and coordinate document execution in accordance with established procedures when applicable
- Assisting Relationship Managers with Farm Credit Leasing by obtaining quotes and submitting requests through the CoBank portal
- Prepare participation certificates for purchased and sold loans and coordinate required signatures
- Track compliance on purchased and sold loans; post draft and executed documents, clear ticklers, process rate tranches, and update loan actions as required
- Appropriately protect the confidentiality, security, and integrity of Association systems, data, and client information

Knowledge, Skills, and Abilities:

- Working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook
- Working knowledge of financial statements and general loan processes
- Strong ability to gather, compile, organize, and analyze information accurately
- Effective written and verbal communication skills
- Ability to work independently, recognize the need for action, and initiate activities to address priorities
- Strong attention to detail with the ability to differentiate significant from insignificant information



- Ability to interact and work effectively with others in a team-oriented environment

Minimum Qualifications:

- Associate's degree in business or a related field, or an equivalent combination of education and experience sufficient to perform the essential functions of the position
- Minimum of one (1) year of credit support or closely related experience
- Notary preferred

Physical Requirements:

- Sedentary position requiring extended periods of sitting
- Occasional standing and walking
- Ability to lift up to 10 pounds occasionally
- Close visual acuity required to prepare and analyze data, view a computer screen, and perform extensive reading
- Repetitive motions including keyboarding and mouse use

Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa currently.

ABOUT US

Established in 1917, Fresno Madera Farm Credit, headquartered in Fresno, provides quality credit and financial services in California's Central Valley. Our mission is to provide access to credit and related services to farmers and ranchers in our region. As an efficient organization, FMFC delivers quality service with people that are passionate about creating the best possible customer experience for the generations of farmers and ranchers that we proudly serve. Fresno Madera Farm Credit offers competitive compensation packages and excellent benefit programs. We have a team-driven, performance-focused culture, with a strong focus on customer service, and fulfilling our mission to agriculture.

Salary: DOE

Minimum \$50,557 – Maximum \$74,948



Visit www.fmfarmcredit.com for more information about the California Consumer Privacy Act.

Submit resume for review by email to renee.getty@fmfarmcredit.com.

Application deadline: Tuesday, February 10, 2026. Only applications received by this date will be reviewed and considered.

