



POSITION OPENING

Position: Loan Coordinator

Location: Fresno, CA

About the Role

Fresno Madera Farm Credit is searching for a detail-oriented, highly organized individual to join our fast-paced team environment. Our Loan Coordinators own the loan application intake process, making certain every file is complete, accurate, and ready before it advances through the credit delivery process.

Essential Responsibilities

Loan File and Application Management

- Own the loan file from application intake through closing, keeping records complete, accurate, and current.
- Enter and maintain loan data in the Association's origination system, including loan structure, covenants, policy exceptions, fees, and disclosure calculations.
- Collect required loan documents and financial statements directly from borrowers and maintain them in the Association's document management system.
- Serve as the quality control checkpoint before files advance to Credit Analysis, confirming every required document and data field meets the complete application standard.
- Order third-party items including title searches, title insurance, property and UCC searches, appraisals, and field inspections.
- Review entity and individual records, including Secretary of State and UCC filings, to confirm required documentation is obtained and current.

Member Service and Communication

- Serve as the primary point of contact for borrowers during loan file preparation, reaching out directly and professionally to gather outstanding items.
- Troubleshoot member questions and service requests, coordinating with the right team members to reach timely resolution.



- Partner closely with Relationship Managers, Credit Analysts, Loan Documentation, Loan Accounting, and Compliance to keep files moving throughout the loan process.
- Identify opportunities to connect members with additional Association services and forward referrals to the appropriate team member.
- Provide notary services and coordinate document execution as needed.

Portfolio and Renewal Support

- Monitor the portfolio for loans approaching renewal, generate member notifications, and complete the steps required to move renewals forward.
- Maintain accurate servicing records and file documentation across the active portfolio.
- Support leasing requests by obtaining quotes and coordinating submissions on behalf of Relationship Managers.
- As requested, support the capital markets participation process.

Knowledge, Skills, and Abilities

- Working knowledge of the loan origination and credit delivery cycle, from application through closing.
- Familiarity with loan documentation requirements, including title, UCC, insurance, and entity structures.
- Understanding of agricultural lending and the Farm Credit System, including FCA regulations and applicable federal and state laws that affect loan file compliance and disclosure.
- Proficiency with loan origination and document management systems; experience with Salesforce, nCino, or DocMan preferred.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Ability to manage multiple active loan files at once, tracking each through its deadlines and identifying the next step to move it forward.
- Sound professional judgment about file readiness, with the ability to communicate that position clearly and confidently.
- Strong organizational, communication, and collaboration skills, with a consistent commitment to confidentiality and member service.

Minimum Qualifications

- Five years of experience in loan processing, loan operations, or a related financial services role, or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the role.



- Associate's or Bachelor's degree in Business Administration, Finance, Agricultural Business, Agriculture, or a related field preferred.
- Demonstrated experience managing loan files and working within loan origination or document management systems.
- Experience working directly with borrowers or customers to collect information and follow up on outstanding items.
- Experience in agricultural lending, Farm Credit, or community banking preferred.
- Ability to manage competing priorities and complete detailed work accurately and efficiently.

Physical Requirements

- Positions in this class typically require keying, talking, hearing, seeing, and repetitive motions.
- Sedentary work: exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.
- The employee is required to have close visual acuity to perform activities such as preparing and analyzing data and figures; transcribing; viewing a computer screen; and/or extensive reading.

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 at this time.

Compensation and How to Apply

Salary Range: \$65,000 – \$85,000, depending on experience

Application Deadline: Friday, September 11, 2026

To Apply: Submit your resume for review by email to HRDept@fmmfarmcredit.com.

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

About Fresno Madera Farm Credit

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.

