



## **Commercial Finance Loan Assistant (PCN 080215) – Flexibly staffed ranges 14/16**

**This position is open to current Alaska Residents Only**

Do you want a career that makes a difference in the lives of those around you? Are you interested in joining a team of professionals committed to helping Alaskans who may not qualify for loans through traditional lending channels? Then consider our Commercial Finance Loan Assistant position with the Alaska Industrial Development and Export Authority (AID)

Our Commercial Finance Loan Assistant position provides technical and administrative assistance to the Commercial Finance department.

We are looking for someone who has an:

Associate degree in Business Administration, Finance, or Banking (or a related field);  
AND

Two (2) years' experience in commercial lending or loan; finance, or accounting (or a related field).

Applicable experience can be substituted for education on a year-for-year basis.

Preference will be given to those with experience or certifications in:

- Certification in records management.
- Certification in commercial loan areas.
- Experience in determining security interest for various types of collateral.

### **Our organization, mission, and culture:**

AIDEA's mission is to provide various means of financing to promote economic growth and diversity. AIDEA does this by acting as a funding resource for Alaskans, in partnership with other financial institutions, economic development groups, and guarantee agencies.

AIDEA is a public corporation of the State of Alaska, and was created in part to promote the health, security, and general welfare of all the people of the state; and to increase job opportunities and to encourage the economic growth of the state, including the development of its natural resources.

### **Some of the benefits working for AIDEA:**

- **Paid Leave & Other Benefits:** Personal leave with an accrual rate increase based on time served and twelve (12) paid holidays a year.
- **Health Insurance:** Health insurance through AlaskaCare, which includes employer contributions toward medical/vision/dental/prescriptions benefits.
- **Optional Insurance Benefits:** Some options available: additional life insurance, Critical Illness, Short- and Long-Term Disability, AD&D, pet insurance, and more.
- **Retirement Benefits:** Employer contribution into a defined benefit or defined contribution program (new employees) or continued membership in the Public Employees Retirement System (PERS).
- Optional participation in a Deferred Compensation plan.
- Hybrid work arrangements may be available after successful completion of training, which usually takes about six (6) months.

**Starting salary (depending on experience) is:**

- \$28.11 per hour
- Range 14, step A

**To join our amazing team:**

- Apply online at: [www.aidea.org/Employment-Opportunities](http://www.aidea.org/Employment-Opportunities) .
- Email your resume to: [hr@aidea.org](mailto:hr@aidea.org)
- To mail or fax your resume, please email: [hr@aidea.org](mailto:hr@aidea.org).

AIDEA complies with Title 1 of the Americans with Disabilities Act (ADA). Individuals with disabilities who require accommodation, auxiliary aides or services, or alternative communication format, please email: [hr@aidea.org](mailto:hr@aidea.org).

For the Alaska Relay Service: in Juneau, please dial 711; outside of Juneau, please dial 1-800-770-8973.

For more information or questions, please visit AIDEA's website at: [www.aidea.org](http://www.aidea.org) or email: [hr@aidea.org](mailto:hr@aidea.org).