



### **Portfolio Manager**

The Northern Maine Development Commission is currently accepting applications for a Portfolio Manager in the NMDC Business Finance Division (BFD). The Portfolio Manager will maintain current and accurate client loan file documentation and balances. The position is also responsible for processing loan payments and disbursements.

Qualifications: A bachelor's degree, preferably in accounting or business. Three to four years' experience in banking or accounting.

Proficiency in intermediate level principles of accounting. Ability to calculate figures and amounts such as interest and percentages. Knowledge of loan process. Ability to read financial statements. Proficiency in Microsoft Office and loan accounting software.

Salary commensurate with experience and education, excellent benefit package and working environment.

A full description of this position can be obtained by emailing [mdahlgren@nmdc.org](mailto:mdahlgren@nmdc.org).

Northern Maine Development Commission is a 501C(3) nonprofit corporation, a designated Economic Development District by the U.S. Department of Commerce Economic Development Administration and a certified Community Development Financial Institution by the US Treasury Department.

Deadline for receiving resumes: March 27, 2019

Position will remain open until filled

Please send resume and three references via email or USPS to:

Mary Dahlgren, Finance Director

Northern Maine Development Commission

P.O. Box 779

Caribou, ME 04736

[mdahlgren@nmdc.org](mailto:mdahlgren@nmdc.org)

Equal Opportunity Employer/Lender