

South Plains Association of Governments Employment Opportunity

The South Plains Association of Governments, a local government services organization serving the 15-county region surrounding Lubbock, is seeking an interested professional to join the Regional Services/Economic Development team as a Financial Services Intern. This position will function under the Caprock Business Finance team responsible for operating loan programs charged with promoting economic development through-out the SPAG region.

The successful candidate will primarily be assisting in the following areas:

- Maintenance of existing loan files;
- New loan file set up;
- Board packet preparation;
- Compliance of files in accordance with stated policy and procedures, SBA SOP, and the organization's operating procedures;
- Support staff through audit processes.

More advanced duties may include:

- Spread and interpretation of financial statements, tax returns, and projections;
- Loan risk rating

The minimum qualifications for this position include a high school diploma, currently working towards a bachelor's degree or master's degree in the following areas, business administration, economics, finance, accounting, or a related field. Job experience in a professional setting is preferred. The job requires exercising independent judgement, organization skills, accessing sensitive information, research abilities, and attention to details and procedures.

Applicants must have a valid driver's license and the ability to conduct some in-region travel. Consideration will be given to candidates with specific, relevant experience. The South Plains Association of Governments is an Equal Employment Opportunity Employer. Please send resumes to Naomi Couture, 1323 58th Street; Lubbock, TX 79412 or via e-mail at ncouture@spag.org.