

Lending Administrator



Reports to: Executive Director

Job Type: Full-time Term Position (Maternity Leave Replacement)

Location: Cornwall Ontario

Hours: 35 hours/week

Salary Range: \$50,000 - \$60,000

ABOUT ACCFUTURES

ACCFutures is a bold, community-focused non-profit dedicated to **empowering entrepreneurs** and **strengthening local economies** across Akwesasne, Cornwall, and the SDG Counties. We meet business owners where they are, providing the **strategic advice, microloans, and personalized support** they need to succeed on their own terms.

Entrepreneurs are **nimble, creative, and courageous** — and so are we. We move quickly, think differently, and reject one-size-fits-all approaches. When entrepreneurs need action, we deliver **smart, tailored solutions** that help them thrive. Together, we're building a **stronger economy and better communities for all**.

ABOUT THE ROLE

ACCFutures is seeking a highly organized and detail-oriented **Lending Administrator** to join our team in a full-time term position for up to one year beginning **August 2026**.

The Lending Administrator plays a key role in supporting our small business lending operations, ensuring accurate loan administration, strong internal controls, and excellent client service.

Key Responsibilities

- Prepare and maintain loan documentation and security records
- Process loan disbursements and track reporting requirements
- Maintain loan management and CRM systems
- Support annual loan reviews and portfolio monitoring
- Coordinate loan security registrations (PPSA, GSA, guarantees, etc.)
- Provide administrative support to borrowers and lending staff
- Assist with Board meeting preparation and minutes

Qualifications

- Post-secondary education in Business Administration, Accounting, or related field (or equivalent experience)
- 3–5 years of office administration experience
- Experience in financial services or working with small businesses (an asset)
- Strong organizational, communication, and multitasking skills
- Proficiency with Microsoft Office and CRM systems
- Bilingualism (English/French) is preferred



Diversity, Equity, and Inclusion at ACCFutures

We are committed to building a diverse team that reflects the communities we serve. At ACCFutures, we believe that an inclusive environment strengthens our ability to help entrepreneurs succeed. We welcome applications from all qualified candidates, including Indigenous people, members of visible minorities, persons with disabilities, women, and LGBTQ+ individuals. If you need any accommodations during the application or interview process, please let us know, and we'll work with you to meet your needs.

How to Apply

To apply, please submit your resume and a cover letter detailing your interest in the Lending Administrator role to hello@accfutures.ca

Resumes will be accepted and evaluated on a continuous basis until we find the right candidate.