

NFS Leasing is an independent equipment leasing company, serving growth-oriented companies in a variety of fields. NFS specializes in leasing technology equipment, scientific and medical equipment, as well as robotic, agricultural and construction equipment. Having helped a wide array of businesses grow for more than a decade, we are approaching a billion dollars in lease originations.

We are looking to add an individual to our talented team of Contract & Funding Specialists who are responsible for coordinating with our sales, credit, legal and accounting teams to ensure the leasing process goes smoothly from beginning to end and beyond.

The Contract & Funding Specialist is responsible for:

- Researching potential lease transactions which includes:
 - Corporate status searches
 - Judgement and lien searches
 - Property owner and encumbrance searches
 - Personal credit reports
 - Web research on customers and vendors
 - Site inspections, appraisals and audits
 - Determining hard and soft cost ratio of the leased assets
 - If and how we are able to obtain title or PMSI to leased assets
- Creating executable lease documents consistent with the credit approval
- Assisting customers in completion of lease document packages
- Reviewing and preparing lease packages for funding:
 - Verify all documents are executed properly
 - Obtain evidence of required liability and property insurance
 - Ensuring receipt of title or placing of lien on titled vehicles
 - Research and file UCCs with the appropriate state entities for each lease
 - Present a well-organized funding package for accounting
- Maintaining multiple spreadsheets used for reporting pertaining to documentation and financial data
- Ensuring all turnaround times, deadlines, and standards are met
- Reading and comprehending vendor programs
- Maintaining high level of customer service
- Maintaining organized and up to date internal files
- Monitoring and prioritizing incoming lease packages
- Performing other projects/functions as required

The Contract & Funding Specialist should possess:

- Bachelors' Degree or equivalent work experience
- Experience maintaining physical and electronic filing systems
- Strong communication and organizational skills
- Strong understanding of math
- Strong working knowledge of Microsoft Office products. *Intermediate to expert experience with Excel required
- Ability to prioritize and multi-task in a fast-paced environment while meeting strict deadlines
- Attention to detail
- Ability to work under pressure
- Ability to understand and interpret contractual language of lease agreements
- Ability and strong desire to learn and succeed in a fast-paced environment
- Strong data analysis skills
- Experience consolidating and presenting data
- Experience using Salesforce.com CRM system, a plus

- Paralegal experience, a plus
- Knowledge of lending/leasing principles, a plus

*Compensation: commensurate with experience

Job Type: Full-time

Education:

- Bachelor's

Required work authorization:

- United States