

Job Description

Loan Operations Specialist

The position of Loan Operations Specialist is responsible for providing operational and administrative support for the banks' lending function. This person must be detail oriented and be able to complete task in a timely and efficient manner. Must possess good technical ability and be proficient in Outlook, Word, and Excel applications along with establishing proficiency with the bank's core system and loan documentation platform. This person must have a strong sense of urgency with regard to day to day responsibilities, given or impromptu task arising out of internal or external service issues or concerns. Must be able to retain information and make satisfactory steps in growing and taking ownership of their position in the department.

Job Duties and Responsibilities:

- Demonstrates knowledge of bank regulations pertinent to lending.
- Processes all new, renewed and extended loans in the bank's core operating systems.
- Prepares new loan file or organization of existing loan file.
- Processes and posts sold and purchased participation loan payments as received.
- Assists with requests during audits and exams.
- Prepares loan files and assists with filing documents in existing loan files.
- Daily payment processing as needed.
- Cross-trains in all functions of Loan Operations as assigned by Supervisor. Provides a high level of customer service when responding to inquiries both internal and external, provides necessary resolution as appropriate.
- Processes paid out loan files
- Monitors insurance and collateral tracking
- Assists with general ledger transactions and balancing
- Assists in the daily scanning of loan and financial documents
- Other duties and/or projects as assigned.