



Loan Processor

DEPT./LOCATION: Barre Mills

REPORTS TO: Loan Processing Supervisor

CLASSIFICATION: Non-Exempt/Full-Time

Position Summary:

The Loan Processor is responsible for completing loan documentation and system support work for new and renewed loans, including, but not limited to, record data input, maintenance to loan system, and preparation of loan documentation, filing & perfection of the bank's collateral and processing loan payments.

Duties and Responsibilities:

1. Prepare loan documents for commercial, agricultural, real estate and consumer loan closings.
2. Process documents in compliance with TRID for secondary market loans.
3. Complete adverse action forms on denied and withdrawn loans for all loan types.
4. Scan completed loan files.
5. Document tracking and scanning.
6. Track and update lien perfections.
7. Build loans onto the core system.
8. Process loan payments.
9. Communicate with other professionals, including county clerks and title companies.
10. Comply with all federal and state regulations related to loan documentation.
11. Answer customer loan inquiries.
12. Assist Loan Officers in meeting loan closing deadlines.
13. Close out paid loan files.
14. Other duties as assigned by supervisor(s).

Desired Knowledge, Skills and Abilities:

1. Ability to respond to customer inquiries regarding loan balances, payoffs and payments.
2. Ability to maintain confidentiality of sensitive information.
3. Ability to remain flexible in order to adapt to changes in the work environment.
4. Ability to take initiative and prioritize tasks, good time-management, problem prevention, and problem-solving skills.
5. Strong attention to detail.
6. Knowledge of loan structure and documentation in order to remain compliant with the bank's policies.



7. Strong understanding of loan systems and other supporting systems for flood certificates, Credit Bureaus, UCC name & lien searches, etc.
8. Excellent verbal and written communication skills.

Position Requirements:

1. Associate or Bachelor's Degree in Accounting, Finance, Business Administration or a related field.
2. Minimum of three years experience working in a Customer Service role.

Work Environment/Physical Demands:

Work is performed largely in an office environment, during normal business hours. Deadline pressure is an integral part of the job. Regular mental and visual concentration for computer usage and reading complex and technical compliance information is required. Position will alternate between walking, sitting, standing, stooping, bending, and occasional lifting up to 50 pounds of office supplies and/or documents throughout work shift.

Acknowledgement:

I understand that this job description describes the general nature and level of work performed by associates assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job, and does not create an employment contract. I also understand that I may be required to perform other job-related duties as requested by Management. All requirements are subject to change over time, within Management's sole discretion, and to possible modification to reasonably accommodate individuals with a disability.

Print Name

Signature

Date