
Title:	Loan Operations Specialist	Availability:	Monday – Friday (8am – 5pm)
FLSA:	Non-Exempt	Location:	Stillwater
Category:	Full Time	Reports To:	Loan Operations Supervisor/Compliance Officer

Position Summary

The position requires excellent knowledge of banking regulations, particularly in the lending area. Employees are required to accurately and efficiently process consumer, commercial and real estate loan requests including credit investigation, document preparation and boarding of loans. Employees will also be responsible for follow-up and on-going monitoring of credit documentation to ensure proper collateral perfection, receipt of financial information and ongoing proof of insurance.

Primary Duties

1. LOAN REQUESTS –

- a. At the request of loan officers, order credit bureau reports, title insurance, flood certifications, appraisals/evaluations and UCC searches.
- b. Draft closing documents according to Credit Presentation or Loan Underwriting worksheet, ensuring compliance with Bank procedures as well and banking regulations.
- c. Book loans to core system ensuring accurate rate and terms.
- d. Distribute or initiate the distribution of loan proceeds accurately as requested by loan officer.
- e. Submit collateral perfection documents to appropriate authority for timely perfection of Bank liens.
- f. Input of all ticklers for ongoing credit monitoring.
- g. Ensure that loan files are organized in accordance to the Bank's file order requirements.
- h. Prepare loan denials as requested.

2. PAYMENT PROCESSING –

- a. Process payments received by customers, ensuring all payments are accurately applied according to the payment schedule.
- b. Process rejects and payment corrections.
- c. Remit payments to participating Banks, including breakdown of payment amounts.

3. ONGOING CREDIT ADMINISTRATION –

- a. Work with loan officers on the collection of on-going credit monitoring information to ensure that outstanding ticklers are kept to a minimum.
- b. Complete research of payments, documentation or other credit related research as requested.
- c. Generate loan coupon books for new loans or at customer request.
- d. Order HELOC checks as requested.
- e. Mail statements and notices to customers.
- f. Process construction loan inspection requests and draws.
- g. File documents in customer files accurately and in a timely manner.

4. REPORTING AND MONITORING –

- a. Periodic review and/or distribution of core reports, including, but not limited to loan rejects, unposted, participation postings, loan wires, GL statement of condition.
 - b. Managing of general ledger accounts assigned to the Loan Operations area. Monitor and balance accounts to ensure accurate posting of entries.
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Secondary Duties

1. Responsible for knowledge of lending regulations and keeping apprised of changing regulations.
 2. Remain apprised of current and new functionality in the core system, always looking for an improved or more efficient way to accomplish tasks.
 3. Complete required online training in a timely manner.
 4. Attend Department and/or Committee meetings and training sessions as required.
 5. Perform other duties or projects as assigned.
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Supervisory Responsibility

There are no supervisory responsibilities associated with this position.

Minimum Requirements

1. A minimum of 3 years of experience working with commercial and consumer loan documentation or loan accounting.
 2. Prior experience processing consumer real estate loans.
 3. Possess a positive attitude, strong work ethic, and willingness to learn.
 4. Ability to work under strict deadlines using sound judgment and applying prior knowledge to solve problems.
 5. Ability to read, analyze and interpret banking, state and federal banking compliance regulations related to lending and collections.
 6. Proficient with Microsoft Office products.
 7. Understanding of loan document generation systems and processes relating to document preparation.
 8. Prior experience working with LaserPro Software is preferred.
 9. Excellent organizational and time management skills.
 10. Ability to work with minimal or no supervision while performing duties.
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