

First Community Credit Union

JOB POSTING

POSITION TITLE: Ag/Commercial Loan Processor

POSITION SUMMARY

Perform administrative support to the lending staff for member agricultural and commercial loans, to include small business, commercial business, real estate and operating loans, while ensuring loan documentation and file maintenance is in compliance with applicable policies, procedures and regulatory requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Enthusiastically support the credit union's focus on member sales and service. Establish and build relationships with members and others by providing prompt, friendly service.
 2. Collect, compile, identify and gather required loan documentation to conduct timely and accurate data entry into computer system.
 3. Prepare documentation for approved loans ensuring compliance with department and regulatory guidelines. Consistently follow operational processes and procedures when performing job tasks.
 4. Prepare closing documentation and distribute appropriate documents in an efficient and effective manner. Check documents for accuracy to ensure proper vesting, legal description, signatures and other relevant information is correct upon receipt of signed documents.
 5. Fund loans on computer system, pay bills, maintenance information, etc. and file loan documents with appropriate agencies. Close out, organize and complete loan files according to established guidelines.
 6. Maintain prompt and consistent communication between all parties by telephone, mail or email in order to provide updates of loan status and pending issues.
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EDUCATIONAL/EXPERIENCE REQUIREMENTS

EDUCATION/CERTIFICATION:

- High school diploma or equivalent.

EXPERIENCE REQUIRED:

- One year of loan processing or two years of financial institution experience.
- Experience with loan origination systems or banking systems particularly relating to loan processing.
- General knowledge of relevant credit union regulations, policies and procedures.
- Advanced administrative, secretarial and clerical skills.