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Job Description: **Loan Processor**

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| Department: Loan Processing | Reports to: Loan Processing Manager |
| Status: Full- Time/ Non- Exempt |  |

**Job Summary**

The Loan Processor is part of the Loan Processing Department and will report directly to the Loan Processing Manager. Primary responsibilities of this position include: create loan documentation for ag/commercial/consumer loans, fund new loans and service existing loans in accordance with established loan processing procedures and standards of service.

**Responsibilities and Accountabilities**

* Document Preparation
  + Prepare loan documents for ag, commercial and consumer loans in accordance with the lender’s request. This involves understanding loan files, complying with lending regulations, perfecting collateral and delivering completed loan document packages
* Loan Funding
  + Book loans from the loan origination software to the bank’s core software.
  + Disburse loan proceeds in accordance with the lender’s instructions.
  + Follow procedures to ensure collateral perfection.
* Loan Servicing
  + Verify the accuracy of loan documentation and new loan details on the core software.
  + Daily balancing of general ledger entries related to loan transactions.
  + Maintain a high level of customer service when assisting both internal and external customers with loan questions, payments, payoffs and perform necessary loan maintenance.
  + Process secure electronic files received from third party venders.
  + Stay updated on lending regulations and be a bank wide resource for lending related questions.
  + Be alert for and refer any potential new business or opportunities to the banking, investment, trust, or insurance departments.

**Other Duties**

* As a part of the overall team of bank employees, this position may be requested to assist in the support of other bank activities.
* Will have extensive contact with the public and conduct relationships in a manner that will enhance the overall image and marketing efforts of the bank.
* Participate in outside civic activities that enhance the bank, personal growth, and the community.
* Accept other duties as assigned- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.
* Adhere to all company policies including, but not limited to, Bank Midwest Code of ethics Policy for personal conduct, confidentiality, conflicts of interest, outside activities, and reports of misconduct.
* Responsible for loss prevention and security efforts according to this position.

**Required Competencies**

* Technological Skills:
  + Proficient with Microsoft PC software (Excel, Word, and Outlook).
  + Willing to learn all lending related software utilized by Loan Processing and adhere to all related processes.
* Adaptability:
  + Able to multitask while maintaining a high level of detail and accuracy.
  + Ability to adjust quickly to various work situations and remain composed in stressful situations.
  + Exercise independent judgment and self-confidence under moderate supervision.
  + Able to learn, retain and implement new rules and regulations relating to lending on an ongoing basis.
* Communication:
  + Ability to express thoughts and ideas efficiently and effectively and actively listen to others, and provide and receive constructive criticism.
  + Handle all customer and bank information in a confidential manner
* Customer Service:
  + Understand the role of sales and customer service in a community bank environment.
  + Respond sensitively and urgently to the needs and priorities of customers and co-workers.
  + Establish an effective working relationship with co-workers and customers to gain their respect, trust, and loyalty.
* Lending:
  + Understand the fundamentals of lending and the role of Loan Processing within the lending team.

**Behavioral Expectations**

* *Be Authentic*
* *Live Graciously*
* *Be a Life-Long Learner*
* *Have courage*
* *Take Ownership*

**Qualifications**

* Must have a high school degree.
* Background in a related banking position preferred.

**Physical Demands/Work Environment**

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift up to 10 pounds.

Updated/Approved by: Date: 8/14/2018