

HW3650 - The Piedmont Bank - Sr. Loan Operations Associate (Norcross) (EEO/F/M/Veteran/Disabled)

Essential Functions - Processes approved consumer, commercial and construction loan applications using loan document preparation software. Prepares loan documents and early disclosures documents as appropriate. Appraisal ordering and follow up, including but not exclusive to obtaining appraisal quotes and, generation and submission of engagement letters. Post-closing review of loan files for inaccuracies and deficiencies in compliance with bank and regulatory guidelines. Preparation of post-closing review reports and periodic submission of corresponding reports to the Loan Operations Manager for further review. Assist with the preparation and review of the Home Mortgage Disclosure Act loan application register. Research and resolve all LAS non-post items daily. Participation administration to include daily calculation and payment of participating banks, bi-weekly reconciliation of principal balances, and wiring of funds. Efficiently communicates information to internal and external clients to ensure the loan documentation is accurately prepared and ensure the banks collateral position is properly perfected. Assist with daily loan maintenance and quotes of loan payoffs. Assist with loan booking, as needed. Assist with processing loan payoffs, prepares demand statements, and processes loan payments and advances. Provides back up support for other Loan Operations team members.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7

Contact becky.litsky@piedmontbankonline.com for application, voluntary Self-Identification and Self-Identification Disability forms.