

Part-time Scanning Clerk

Responsibilities include scanning of all customer, loan, and deposit files to the scanning system (FDM). The position will also be responsible for functions related to the review of deposit account, new loan, renewal loan, and modification loan documentation exception tracking. In addition the position will also be responsible for tracking the exceptions to accounts as well as collateral administrator functions to ensure exceptions are cleared timely.

Essential Duties and Responsibilities

- Review all loan packages and deposit packages for the required documentation.
- Log and Review all deposit accounts scanned to FDM.
- Log and review all loans scanned to FDM.
- Scan all deposit, loan, and other items to the scanning system (FDM).
- Verify regulatory compliance documentation is enclosed on all loan and deposit accounts.
- Correspond and work with the administrators, lenders and officers for any discrepancies in the loan and deposit documents, inadequate documents, or missing regulatory compliance documents.
- Identify the collateral, financial, and/or missing exception items that should be placed on the loan/deposit tracking system (FMD) for either missing, incomplete, or erroneous documents.
- Enter customer, deposit, loan, financial, and/or other exceptions into the scanning system (FDM) for proper tracking on missing, incomplete, pending or erroneous documents identified as exceptions. Set dates and comments as to when future exception items will require follow up action and note items needed to be completed for the exception tracking reports,
- Interact with administrators, officers and lenders to rectify exceptions.
- Run, review, and mail monthly exception reports.
- Enter insurance coverage and insurance expiration.
- Enter flood insurance coverage and expiration date of coverage.

Disclaimer: This job summary should not be construed to imply that these requirements are the exclusive standards of the position. Employees will follow any other instructions and perform other related duties as may be required by their supervisor.

Interested candidates should send resumes and inquiries to Rhonda Thomas at RThomas@westsidebank.net.