

## **Loan Operations – Manager and/or Specialist**

**(Position is dependent on Loan Operations experience provided by employee filling the position)**

**Interested Candidates may submit inquiries and resumes to Bo Brannen,  
[bbrannen@gabankers.com](mailto:bbrannen@gabankers.com), 404.420.2014**

The Loan Operations Manager and/or Specialist may be responsible for supervising or working to support loan procedures, which includes managing all credit collateral, required loan documentation, loan input into the core system, and processing documentation for all commercial and consumer loans. The Loan Operations Specialist will provide support only to loan functions of the bank.

### **Loan Operations Administrative Duties**

- Prepare loan related reports as needed
- Manage and maintain loan related database
- Assist in maintaining loan platform
- Prepare wires for SBA and Participation loan payments
- Prepare the monthly SBA 1502 Report and submit
- Balancing and verifying loan input.
- Balancing general ledger accounts
- Verify accuracy of loan input information into core processing system
- Verify documentation and procedures to ensure the bank is compliant with regulations and verify appropriate checklist are completed
- Verify financial and loan documents in scanning program for accuracy
- Customer service via phone calls
- Scanning/Indexing loan and financial documents
- May manage scanning program
- Follow-up of documents for perfecting the bank's lien
- Troubleshoot problems with loan posting and input; includes assisting employees with problems as well as dealing with customers who have questions or problems with accounts
- Process insurance mail
- Apply for vehicle titles

### **Credit Responsibilities**

- Originate loan closing documents for all commercial and consumer loans from loan system
- Gather, verify, and input HMDA information to the LAR
- Submit the HMDA LAR annually to the FDIC
- Verify checklist and credit memos are completed with appropriate approvals
- Book loans to the core system after loans are closed and documents are completed

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### **Loan Processing**

- Oversee daily functions of the Loan Operations Department: managing work flow of employees, review of daily transactions, reviewing daily/monthly reconciliations, and reports.
- Troubleshoot problems with loan processing and input: assisting employees with problems as well as dealing with customers who have questions or problems with accounts.

### **Required Education, Experience and Skills**

- College Degree desired but not required if previous work experience is adequate
- Three to five years' loan operations management experience
- Seven to ten years' loan operations or similar experience
- Knowledge of loan documentation for unsecured and secured consumer and business lending, including loans secured by real estate, vehicles, equipment, et cetera
- Knowledge of banking laws and regulations as it pertains to loan documentation, Bank Secrecy Act, USA Patriot Act, Anti-Money Laundering, and OFAC.
- Proven ability to supervise a diverse staff and consistently meet deadlines
- Excellent interpersonal skills involving courtesy, tact and diplomacy
- Working knowledge of Microsoft Office®