

Pinnacle Bank has an immediate opening for a **Loan Processor – Document Preparation** at our Covington & Braselton, GA locations.

Job Duties include:

The Loan Processor is responsible for the preparation and follow-up of documents for loan closings within the bank's loan origination systems. They are responsible for ensuring compliance with regulatory requirements and conformance with Bank policies and procedures. They will work closely with the loan officers as well as the Bank's approved settlement agents, coordinating loan closings and obtaining the necessary documentation needed for the transaction to ensure that the loan package is compliant according to regulatory guidelines and that lien attachment has been properly established. The Loan Processor will work with the loan officers to clear document exceptions both prior to and post-closing.

Required Skills & Knowledge

Must have a basic knowledge of the bank's products and services.

Must have a willingness to serve.

Must be able to function efficiently in a network environment and have a working knowledge of Microsoft Office and SharePoint.

Must be able to function efficiently on a general business level of math, possess general accounting knowledge (i.e. debits, credits, and an understanding of the bank's account reconciliations).

Project a professional image by adhering to guidelines in the employee handbook.

Must be able to collect, research, and analyze information skillfully.

Must be a self-starter, a creative thinker, flexible, eager, nurturing, open to change and exhibit good judgment.

Must be a leader by example, attentive to detail, work well with others and responsive to supervisory guidance.

Must be able to read credit reports and other tools necessary to accomplish position responsibilities.

Must know how to read financial statements to include the balance sheet, profit & loss statement, and cash flow statement.

Must be able to identify and interpret trends in financial data.

Must have a general knowledge of Generally Accepted Accounting Principles (GAAP) to include understanding the significant differences between Audited, Complied, and Reviewed financial statements.

Must have a clear understanding of the concepts of working capital. How is it defined? What are the working capital accounts? How does the operating cycle affect these accounts?

Must have a working knowledge of compliance guidelines for the bank and the industry.

Education, Experience and Skills:

Prior Experience - Loan Processor: Preferably three or more years (one year minimum) of banking experience, preferably in the area of lending. Administrative

Assistant: Three or more years of experience as an administrative assistant or in a related job.

Benefits include medical, dental, life insurance, vision, profit sharing, 401(k), paid vacation, PTO and sick time. Please apply online at <https://www.pinnaclebank.com/why-pinnacle/careers/>

Pinnacle Bank is an Equal Opportunity Employer and welcomes all qualified applicants. It is the policy of Employer to consider applicants without regard to race, color, religion, creed, national origin, gender, disability, marital or veteran status, age or any other legally protected status.