



## **Loan Operations Specialist**

### **POSITION SUMMARY:**

Ensure accurate and timely operations of the Bank's loan process to include but not limited to: booking loans on loan system, imaging loan documents, verifying and auditing loan input, following up for loan documentation files (credit/collateral), maintaining document tracking exceptions, completing and reviewing daily reports and balancing, performing loan research and resolving problems, and processing loan payoffs.

### **ESSENTIAL JOB DUTIES:**

- Book new loans, renewals, modifications, letters of credit and guidance lines of credit
- Book new SBA loans
- 1502 reporting to Colson Services
- Scan loan files
- Post-closing loan review
- Post payments, draws and principal reductions
- Edit loans booked to loan platform for accuracy
- Participation loan processing – both purchased and sold
- Clear loan unposted transactions
- General loan questions/research
- Balance loan general ledger clearing accounts
- Execute recording/release of applicable documents
- Document exception tracking/reporting

### **REQUIRED SKILLS AND COMPETENCIES:**

- Minimum three years of experience in Loan Operations
- Minimum education - high school graduate
- Must possess good communications skills, both written and verbal, in relating to internal and external clients and contacts
- Demonstrate the ability to identify, analyze and resolve technical problems independently, as they relate to the Bank's automated loan systems.

If you're interested in this employment opportunity please email your resume to [ivan.giron@touchmarknb.com](mailto:ivan.giron@touchmarknb.com)