



## **Position: Central Loan Processor**

**Purpose:** This position provides administrative and operational support centrally as needed to lenders in accordance with established systems and procedures. Prepares required loan documents for all types of loans offered by the retail office including consumer and commercial dwelling secured loans (including mobile home with and without real estate), commercial real estate loans, commercial and consumer purpose loans. Processes closed loan packages and assists with problem resolution as needed. Assists with training needs for new Loan CLPs as needed.

Work Location: Warner Robins Ops, Warner Robins, GA 31088

### **Essential Functions and Basic Duties:**

1. Provides prompt, courteous assistance to lenders, office staff, closing attorneys, insurance agents, etc. by phone or email.
2. Works in conjunction with lender to prepare and process loans to ensure proper documentation, files and records.
  - Assists loan officer with loan requests, denials, pulling credit report, flood determinations, etc. as needed.
  - Reviews request package for completeness and obtains any additional information to ensure regulatory and compliance requirements are met.
  - Works with closing attorney, realtors, insurance agents, etc to obtain and verify fees and documents needed for closing.
  - Prepares loan documents in loan platform and coordinates with lender to complete loan package and send to attorney or close at local office.
  - Makes activating entry(ies) to book the loan when the executed loan package is received and completes checklists, 365 calculations, coding, etc. and forwards closed loan to loan ops for review.
3. Acts as a mentor to new Loan processors as needed.
4. Assists with training for lenders and processors as needed to include procedures and document review or preparation, checklists, etc.
5. Assist with loan operations functions as needed.
6. Complies with all bank and personnel policies and procedures including but not limited to policies and procedures regarding the Bank Secrecy Act.
7. Complete periodic training provided and/or required by Colony including but not limited to BSA training within required time frames assigned.
8. Other duties as assigned.

### **Qualifications:**

#### **Knowledge & Experience:**

1. High School diploma or equivalent required.
2. Familiarity with federal compliance regulations pertaining to consumer real estate lending required.
3. Extensive experience in preparing loan documents and handling loan closings preferred.

**Skills/Abilities:**

1. Must present a professional image.
2. Ability to coordinate a high level of activities in a variety of conditions.
3. High degree of accuracy and attention to detail.
4. Ability to handle information of confidential nature.
5. Ability to adhere to deadlines and tight schedules.
6. Ability to use computer software to generate loan documentation.
7. A high degree of interpersonal skills, attitude, and judgment.

**Work Environment:**

Regular office conditions apply.

**Ethics and Confidentiality**

Each employee should conduct himself or herself, at all times on and off the job, with honesty, good ethics, and integrity.

The Bank and its employees must respect the privacy of Bank customers and protect the security and confidentiality of those customers' personal information, in accordance with applicable law.

**If interested, submit your resume to:** [angela.canady@colonybank.com](mailto:angela.canady@colonybank.com)

**Equal Opportunity Employer / Minorities / Females / Veterans / Disabled / Drug Free Workplace**