

Loan Ops Specialist I

General Information

Location 88 North Lee Street
Forsyth, GA 31029
United States

Employee Type Non-Exempt FT

Job Category Office

PERSONS BANKING COMPANY

LOAN OPERATIONS SPECIALIST

Job Title: Loan Operations Specialist

Department: Loan Operations

Reports To: Loan Operations Manager

FLSA Status: Non Exempt

Salary Grade: Grade 5

Summary Under general supervision, but following established policies and procedures, is responsible for loan document scanning.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Responsible for daily balance of general ledgers and reconciliation of general ledgers and related accounts.
- Research and resolve all LAS non-post items daily.
- Responsible for booking, servicing, and reconciling participation, submit payment to purchaser
- Act as primary contact to Colson, prepare and submit monthly SBA 1502 report, reconcile SBA payment holding DDA, prepare and submit wire request to Bank Ops
- Review and complete all daily loan maintenance, obtain appropriate level of approval prior to completing maintenance request, prepare documents for borrower to sign when needed
- Process paid out notes and associated collateral releases
- Respond to credit inquiries and payoff requests
- Assist with loan booking, as needed.
- Other duties as needed and/or assigned.

Supervisory Responsibilities

None

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or equivalent

Two (2) years banking experience,

Computer Skills

Microsoft Office

Ten-key calculator

Computer

Other Qualifications

Must be able to travel to outside training sessions, as necessary

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Requirements

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Interested candidates should send resumes and any other information to Maigan Wall, maiganwall@personsbanking.com.