

Loan Operations Associate (EEO/F/M/Veteran/Disabled)

Essential Job Skills –Loan Operations Associate will Commit closed and renewed, Consumer, Commercial and SBA loans to Fiserv (Loan Booking). Will assist with processing loan payoffs, prepares demand statements, and processes loan payments and advances. Will clear system non - post items, will complete daily loan maintenance requests. Will quote loan payoff requests, process paid in full loan files to include proper release of collateral, prepare daily and monthly loan general ledger reconciliations, generate and distribute daily reports. Other duties will include distributing loan department mail and provide back up support for other Loan Operations team members. Compliance to all bank policies will be required.

The Loan Operations Associate will be responsible for a variety of duties both administrative and technical; major responsibilities include assisting in the loan operations function in the areas of loan booking, participation administration and reporting with other duties assigned as needed.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7

Contact becky.litsky@piedmont.bank for application, voluntary Self-Identification and Self-Identification Disability forms.