



Position Title: Part-Time Loan Operations Specialist

Reports To: Loan Operations Manager

Location: Cumming, GA

Purpose: The **Loan Operations Specialist** position is responsible for all activities related to the servicing, booking and maintenance of all commercial and consumer loans maintained at Georgia Primary Bank. This position will back up the Loan Operations Manager as needed and should be proficient using the loan system of Fiserv Premier and LaserPro.

Job Duties:

1. Book loans in Fiserv, including commercial, construction, consumer, SBA, and participations:
 - a. Upload new loans from LaserPro to Fiserv
 - b. Manually book Participation Loans: Serviced, Bought and Sold
 - c. Manually book SBA loans
 - d. Manually book renewals
2. Review loans for accuracy and compliance
3. Scan closed loans and add subsequent documents to loans already scanned on the system
4. Review daily reports and scan to shared drive; prepare reports when Loan Operations Manager is not available
5. Set up and update ticklers
6. Verify collateral is secured on in-house closings
 - a. Process real estate recordings and UCCs
 - b. Process vehicle titles
 - c. Process life insurance assignments
7. Review and update exception items
8. Monitor insurance ticklers and update at renewal; keep proof of current insurance scanned on loan system
9. Process and file cancellations for paid out loans; keep list of paid loans current
10. Prepare Colson 1502 Report when needed
11. Process draw requests
12. Disburse escrow payments for taxes and insurance as required
13. Process participation payments
14. Perform routine loan maintenance when required:
 - a. Set up auto debit
 - b. Change mailing address
 - c. Reverse and reapply payments
 - d. Handle NSF payments
 - e. Waive late fees
 - f. Reverse non-revolving advance credit and restore advance
 - g. Change loan grades when required.
 - h. Update changes to non-accrual, charge off or OREO status
 - i. Process incoming and outgoing wires
 - j. Quote payoffs



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- k. Make charged off loan payments
 - l. Handle non-post items when Loan Operations Manager is not available
 - m. Assist customers when necessary regarding billing, interest, payments, etc.
 - n. Apply interest reserve payments
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- 14. Prepare management reports as needed
 - 15. Track and assist with OREO and problem loan administration
 - 16. Support internal and external customers as needed.

Job Requirements:

- 1. Two to five years loan operations experience preferred
- 2. Experience using Fiserv Premier, Navigator system, and Colson reporting
- 3. Experience using LaserPro documentation system
- 4. Excellent verbal and written communication skills
- 5. Strong organizational skills and able to multi-task
- 6. Ability to perform duties with little or no supervision

Qualified candidates should submit their resumes to cjurnack@gaprimary.com.

Georgia Primary Bank is an Equal Opportunity Employer.