



**Loan Operations – Booking (Equal Opportunity Employer/Veterans/Disabled)  
The Piedmont Bank Peachtree Corners, Ga**

<https://secure.entertimeonline.com/ta/CBIZ20162.careers?ApplyToJob=369428234>

**Essential Functions for Loan Operations Department:**

1. Review Commercial and Consumer loan files to determine accurate data points prior to booking.
2. Book new and renewal loans to the bank's core system.
3. Successfully analyze settlement documents to facilitate proper loan funding.
4. Review and analyze loan coding and payment history to accurately perform file maintenance on existing loan records.
5. Efficiently communicates information to internal and external clients.
6. Other duties as needed will be assigned to meet the goals and objectives of the loan operations department.

Please follow link below to apply on our website.

<https://secure.entertimeonline.com/ta/CBIZ20162.careers?ApplyToJob=369428234>

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 High School diploma or equivalent required.