

Job Description

TITLE: Loan Processor

DATE: January 13, 2023

SUPERVISOR: Sr.VP/Chief Lending Officer

REPORTS TO: Sr.VP/Chief Lending Officer

POSITION SUMMARY:

This is a full-time position. Knowledge of basic mathematical concepts. Skill in or experience with analyzing financial data to determine the default risk associated with a borrower. Experience with assisting members with the initiation or completion of the process of obtaining a loan. Process loan applications in an efficient and effective manner following regulatory guidelines. Familiar with a wide variety of consumer lending products. Able to make decisions and exercise judgement. Job duties consist of the following:

- Gathering information for the loan application.
- Evaluating credit histories for applications.
- Collecting data from members such as their assets, salaries, debts, and employment status to enter in information for the loan application.
- Verify all loan information for errors and omissions.
- Responsible for accurately and efficiently entering loan data into the Loan System and core system.
- Conduct loan interviews, perform credit checks, and provide financial counseling to members.
- Complete Income to Debt Ratio Sheets
- Ability to cross-sell products and services.
- Respond to loan department phone inquiries when necessary.
- Perform all necessary transactions and procedures involving automobile loans, including title information, insurance information, GAP, and warranty plans.
- Responsible for reviewing daily reports, payoffs, and mailing any notices or statements.
- Disburse funds.

- Assist the tellers with any loan inquiries or loan transactions.
- Assist members with information on life and disability claims.
- Send consumer loan denials when necessary.
- Assist mortgage department with pre-closing verifications, appraisal orders, plot plan orders, home insurance binders, and policies. Process home insurance payments and process discharges for paid mortgages.

QUALIFICATIONS:

A minimum of a high school diploma with emphasis on financial or business courses or its equivalent plus one to three years' experience in the loan department of a financial institution.

DISCLAIMER:

The above information on the job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It may be supplemented as necessary from time to time.