



**Position** | Loan Assistant

**Classification** | Non-exempt, Full-Time

**Posted** | 11/20/2018

**Location** | Las Vegas, NM

### **Summary**

The loan assistant will primarily work closely with the loan officer and new and existing loan applicants to compile a complete loan package, which will include organizational documentation, tax returns, financial statements, insurance, etc. There is no involvement in the underwriting of the loan, but the loan assistant will work in tandem with the loan officer as being the customer-facing representative of the bank. Strong customer service and communication skills are a must. The loan assistant will also handle the closing and funding of the loan; therefore, general knowledge of loans, lien instruments and title policies is preferred.

### **Essential Functions**

Works closely with the loan officer to ensure that all loan applicants receive the highest level of customer service while being fully informed throughout the entire loan process from application to funding.

- Coordinate with the loan officer to compile loan package and Loan Request Form
- Submit complete loan package to the Credit Analysts for underwriting
- Obtain any additional information or documentation that may be needed by Credit Analysts
- Work with Title Companies to order title commitments, endorsements, and record/release real estate documents
- Order flood determinations via a third party vendor
- Search and file UCC Financing Statements via a third party vendor
- Coordinate with the loan officer to order property appraisals, inspections, evaluations, and environmental reports
- Complete finalized loan disbursements (i.e. cashier's checks, wire requests, internal bank deposit, etc.)
- Work with customer and title companies to coordinate loan closings
- Coordinate with new accounts and online banking department to ensure customer is set up correctly with access to view loan online
- Submit signed loan package to the Credit Processing for booking and Credit Administration for same day review
- Complete the necessary entries in order to fund the loan via the banks in-house processing system
- Update internal worksheets and logs with any updated information regarding loans
- Submit original executed documents to the Credit Administration for retention
- Loan advances (in coordination with loan officer for approval and credit administration for electronic filing)
- Execute ACH Auto Debit transfer forms for loan customers and submit to Credit Administration for setup



- Process walk-in loan payments and pay-offs
- Assist customers in obtaining copies of loan documents, statements, or IRS documents
- Process deposit account transfers via the banks in-house processing system
- Assist in curing loan exceptions
- Ensure customer satisfaction at all times
- Assist the loan officer with obtaining and reviewing daily reports (i.e. past due and coming due loans as well as overdraft accounts)
- Be available for notarizing internal and external customer documentation requests

### **Competencies**

- Comply with bank regulations; maintain above average performance in all areas of compliance
- Effective/strong written and verbal communication skills
- Strong Analytical Skills

### **Required Education and Experience**

- High School Diploma or equivalent
- Associate's Degree in Accounting or Finance Preferred
- One to two years of consumer and/or commercial loan experience

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change depending on qualifications.