

South Atlantic Bank

Job Description

JOB TITLE: Loan Processor

DEPARTMENT/BRANCH: Loan Operations

IMMEDIATE SUPERVISOR: Director of Loan Operations

ELSA STATUS: Non-Exempt

LAST REVISION DATE: 05/16/2017

JOB SUMMARY

Processes consumer and commercial loan files in accordance with bank guidelines. Receives and reviews loan applications and related paperwork for completeness and accuracy and works with appropriate party to obtain required information to process the loan and get it prepared for closing.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent
- Proficiency with Microsoft Office (Word, Excel, Outlook, etc.) and office equipment
- Prior loan processing and/or loan operations experience is strongly preferred
- Knowledge of consumer and commercial loan documentation requirements and federal and state regulatory requirements
- Strong attention to detail and organizational skills
- Good verbal and written communication skills
- Customer service oriented mindset with internal and external customers
- Familiarity with lending regulations and bank lending guideline

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to handle, grasp or feel. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; climb; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Loan Processors shall handle all essential duties for receiving loan applications submitted for processing and loan closings, ensuring all areas are handled according to all bank policies and applicable loan related regulations, including but not limited to the following tasks:

- Review consumer and commercial application submissions for accuracy and identify and communicate to lenders concerning missing/incomplete documentation needed to process application.
- Work with loan officers, legal professionals, insurance agents and borrowers to address issues, obtain required information and documentation as necessary to facilitate loan closings.
- Obtain and review copies of all agreements necessary in conjunction with various loan transactions including the review of title work, insurance etc. and address any issues.
- Ensure applications are reviewed for HMDA Reporting / compile HMDA Data if applicable
- Assign Loan Numbers/Add to Credit Leader.
- Prepare and mail appropriate, accurate loan application disclosures in timely manner and in accordance with state laws, ECOA, RESPA, TIL, Reg B., FCRA/FACTA.
- Order credit reports, residential appraisals, flood determinations, environmental reports, HELOC checks
- Order UCC Searches/File Initial UCC's and title applications.
- Verify good standing of entities with Secretary of States Offices / understand and interpret Articles, Bylaws and Operating Agreements.
- Manage loan closing processes and required documentation for coordination with borrowers, loan officers, legal professionals and loan operations.
- Prepare accurate loan packages in accordance with Applications, Commitment Letters, Loan Agreements, Credit Approvals
- Monitor open files for compliance with withdrawn and declined file requirements.
- Process funding loan proceeds and fees via online entries, wire transfer or check.
- Responsible for compliance to applicable laws and regulations within area of responsibility
- Completes other duties as requested