



**First National Bank**



## **Now Hiring: Loan Processor at our Main Branch**

We are seeking a Full Time Commercial/Agri/Mortgage Loan Processor to become a part of our team! If you are eligible and interested in applying for the position, please e-mail a completed employment application along with your resume to Elizabeth Rogers, HR Manager: [erogers@fnbwyne.com](mailto:erogers@fnbwyne.com). Compensation will be commensurate with the position and the experience and qualifications of the individual.

### **Position Summary:**

Responsible to process all commercial/agricultural loan packets, mortgage loan packets, open new loan accounts, and perform daily loan file service

### **Essential Duties and Responsibilities Include but are Not Limited To:**

- Reviews loan request packages for completeness and accuracy according to bank policies and procedures. Ensures that loans are in compliance with banking regulations
- Input customer information for the preparation of loan documents
- Performs loan closings with customers and has the ability to explain loan documents
- Prepares loan funding
- Ensures loan packages are complete and accurate according to checklists
- Verifies loan packages have been accurately scanned to imaged loan file
- Assists loan officers in the preparation of proper loan packages to present to Loan and/or Board Committee meetings
- Order credit reports, flood determinations, lien searches and other 3rd party reports/documentation
- Prepares documents for recordation to county offices and on-line
- Updates, organizes, and maintains loans files
- Assists in getting verification of deposits and verification of employment for customers who submit home loan applicants.
- Assists officers with Ability to Repay documentation and HMDA reporting
- Performs other related duties as required or assigned.

### **Essential skills and experience:**

- Ability to manage multiple assignments and work under deadline pressures
- Keen attentiveness to detailing and accuracy
- Capable of creating spreadsheets and word processing/typing
- Knowledge in loan procedures, regulations and documentation
- Strong organizations skills

### **Education and Experience**

- High School diploma and two years of related experience and /or training.
- Must be proficient in the use of various software programs.