



JOB TITLE: Loan Operations Specialist
DEPARTMENT/BRANCH: Loan Operations
IMMEDIATE SUPERVISOR: Assistant Director of Loan Operations
FLSA STATUS: Non-Exempt
LAST REVISION DATE: August 26, 2020

JOB SUMMARY

Under routine supervision, the Loan Operations Specialist will provide clerical and administrative support for the bank's loan portfolio as well as provide support to the Loan Operations department as needed.

QUALIFICATIONS

Required:

- High school diploma or equivalent
- Strong organizational skills and attention to detail
- Administrative skills including, but not limited to typing, data entry, filing and scanning
- Ability to work quickly and accurately under deadlines
- Experience with Microsoft Office suite of products and PC literacy

Preferred:

- Three years Banking and/or bank operations experience
- Loan operations experience
- Experience working in a loan support role
- Knowledge of loan related regulations, terminology and documents

Desired:

- Document Review experience
- Loan Data entry experience
- Loan Compliance experience

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Track, review and update all insurance on all collateral types with attention to regulatory compliance and adherence to policy.
- Work directly with insurance and tax tracking vendors to provide requested reports, answer questions, process map revisions and monitor reports to ensure proper tracking and regulatory compliance.
- Review and submit to accounting various monthly vendor invoices including those for insurance tracking, tax tracking and force placed insurance.
- Process E-Oscar and Electronic Lien notifications as well as UCC continuations.
- Review returned mail for possible update and clearing.
- Review daily maintenance and exception reports, make corrections as necessary and note for audit.
- Provide assistance to branch staff and processors with document requests, payoff requests and maintenance of existing loans.
- Paid loan processing to include collateral and document release.
- Review and prepare for processing loan payments received in the mail for daily posting to accounts.
- Responsible for compliance within area of responsibility

DUTIES THAT MAY BE ASSIGNED

- Maintain loan files, scan and index all loan related documents to the Bank's electronic file system.
- Retain and file required original documents following verification of proper imaging.
- New loan, renewal and modification booking and editing.
- Post-closing document and compliance review.
- Track and update files for trailing loan documents and required financial information.
- As a part of the Loan Operations team, cross-train on various Loan Operations functions to provide back-up assistance and additional coverage when needed.
- Perform additional duties as requested or assigned by Management.

Most work hours will occur within the bank's normal business hours; however, if the work load deems it necessary, some work outside business hours may be required.

AAP/EEO Statement

This statement of policy reaffirms South Atlantic Bank's policy of equal employment opportunity in employment, compensation, training, transfers, promotions and all other aspect of employment regardless of race, color, religion, national origin, age, sex, veteran status, physical or mental handicap/disability and to state that we do carry out this policy at South Atlantic Bank. This policy also applies to all company-sponsored activities such as educational programs, tuition aid and social and recreational activities.