

United States Jobs Expertini®

Loan Administration Specialist

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Company: INSBANK

Location: United States

Category: business-and-financial-operations

Job Purpose and Skills: This position will be responsible for providing operational and servicing support to the Loan Operation Department. This individual will have the knowledge, training and ability to service existing and new loan customers. This position will interface with all departments in order to ensure a seamless loan workflow. This position will be proficient with the functionality of the bank's core processor and nCino. This individual will be familiar with the General Ledger and accounting functions as they pertain to loan transactions. A background in healthcare banking is preferred but not required.

Duties and Responsibilities:

- To work closely with the department associates to ensure that all daily tasks are covered, projects are up to date, and daily processes are completed within required timelines
- Interface with lenders to ensure Loan Admin procedures and processes support loan growth
- Complete Loan Admin tasks as directed by the department manager
- Participate in verification and filing of HMDA/CRA data collection
- Work with the daily and monthly participation payments and balancing
- Process recording of lien instruments
- Imaging and indexing of credit and loan files
- Loan exception tracking
- Track Flood Insurance and maintain current policies
- Work through the paid out process when loans payoff
- Work with the Appraisal ordering process
- Daily balancing of the loan general ledgers
- Process daily payments received
- Work daily exception report
- Work with customers on loan inquiries and corrections as they occur
- Assistance with special projects related to loan administration initiatives

Other Key Job Functions:

- Communicate effectively with Senior Management, Auditors, Vendors, and other bank personnel
- Other responsibilities and tasks deemed appropriate by Management
- Remain current on all applicable regulations, compliance and

regulatory guidance• Cross-train to provide secondary support for loan processing as needed
Required Knowledge, Skills and Abilities:• Excellent verbal and written communication skills• Strong spelling and grammar skills• Proper and efficient use of email• Ability to maintain strictest level of confidentiality• Computer proficiency with Microsoft Word and Excel• Strong Work Ethic• Highly organized and detail oriented• Set priorities, plan workloads, meet deadlines and achieve objectives through the efficient use of time and resources• Focus on timely follow up• Regular reliable attendance and punctuality are essential functions to this position
Valuable Additional Experience:• Commercial loan Assistant• Loan Compliance• Post-closing Functions

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