



Job Description

Position Title: Loan Administration	Department: Loan Administration
Reports To: Department Manager	<input checked="" type="checkbox"/> Non-Exempt
Position Purpose	
Responsible for various functions within the loan administration department. These functions may change dependent on workload and volumes.	
Education/Experience	
<ol style="list-style-type: none"> 1. High School diploma or equivalent. 2. Three to five years previous experience or demonstrated ability. 3. Prior experience in mortgage servicing desirable. 	
Job Requirements/Skills	
<ol style="list-style-type: none"> 1. Well developed oral and written communication skills. 2. Knowledge of basic accounting principals. 3. Requires basic office skills, such typing and filing, ability to operate a variety of automated and standard office equipment such as typewriter, adding machine, calculator, personal computer and on-line computer terminal. 4. Knowledge of the core operating system. 	
Essential Functions	
<ol style="list-style-type: none"> 1. Acquire well-rounded knowledge and skill in various areas of Loan Administration to assist both internal and external customers. 2. Answer customer inquiries regarding annual assorted loan related issues/questions and follow-up with appropriate action in accordance with bank and investor guidelines.. 3. Accurate input of data and coding on the loan system. 4. Monitor and audit new loan information input by other areas to ensure accuracy of data and guarantee that all required information has been entered. 5. Preparation of necessary documentation to modify terms and/or release security of loans. 6. Auditing, posting and reconciling of funds received from customers and/or investors. 	
Physical Requirements	
<ol style="list-style-type: none"> 1. Stand 10-15% of workday. 2. Sit 85-90% of workday. 3. Use computer keyboard, typewriter, 10-key, and other office equipment. 4. Occasionally lift 25 pounds. 	