

Loan Administration Clerk

Citizens Alliance Bank, its Directors, Officers and Employees are committed to meeting the challenges of the future of the organization. We are a family friendly, dynamic and industrious place to work.

We are currently seeking a detailed oriented person to support our Loan Officers within our Clara City Location. The Loan Administration Clerk is responsible for performing routine lending operational duties related to various types of loans in compliance with Citizens Alliance Bank's policies, procedures and related laws and regulations.

Under the direction of the Loan Officers the Loan Administration Clerk will perform a variety of duties pertaining to loan portfolios, payment processing, file maintenance, customer inquiries and problem solving, documentation review as well as preparation of customer correspondence. They will work with the Loan Officers and Loan Servicing Supervisor, to implement all necessary actions to ensure achievement of the objectives of a Loan Department.

Accountabilities

- Review loan files for adherence to compliance rules and regulations as well as compliance with internal lending policies and procedures.
- Assist Loan Officers with Consumer, Real Estate, Agriculture, and Commercial Lending per their request.
- Act as a liaison with all customers regarding loan administration.
- Assist in providing internal approvals for the implementation of all new loans and changes to existing loans.
- Administer everyday work and evaluate all incoming mail, emails, faxes, and process payments.
- Manage communications between lending officers and customers to resolve all customer issues efficiently and effectively.
- Prepare loan documents for all lending functions.
- Maintain a high level of professionalism in a busy environment with the ability to be highly accurate.
- Work closely with both internal and external customers to meet their needs.
- Adherence to all BSA/AML Laws, Regulations, and Compliance will be required in this position.

Job Specifications

Attributes of a successful candidate will include the ability to work independently, strong organizational skills and a keen eye for detail, be professional at all times, and be able to maintain a high level of accuracy and confidentiality. Strong communication and time management skills, as well as interpersonal skills are required of this position.

Job Qualifications

Education:

- A degree or certificate in Administrative Assisting, or equivalent experience is preferred.
- Continuing Education in order to maintain job knowledge is required.

Experience:

- One to Three years of banking, loan processing or Administrative Assistant experience is preferred.
- Proficiency in Microsoft Suites is preferred.
- Physical presence in the bank is required.

Salary will be based on qualifications. Citizens Alliance Bank offers a competitive benefits package.

Citizens Alliance Bank is an Equal Opportunity Employer of Protected Veterans and Individuals with Disabilities.