



*Our people make the difference,
and we put relationships first.*

JOB DESCRIPTION

Title Loan Operations Team Lead

Position Summary

Loan Operations Team Lead is responsible for providing full support and accountability to the loan operations department in all aspects of productivity and efficiency. Responsible for assisting with audit and review of Loan Operations daily work. Responsible for assisting with weekly, monthly, and/or quarterly reporting as required.

Key Duties & Responsibilities

- Assist with boarding all new and renewed loans and leases into the core system as needed.
- Execute data entry, balance, and process disbursements for all new and renewed loans.
- Perform necessary core system file maintenance and transaction data entries as required by loan modifications, payments, payoffs, reversals etc.
- Review and process construction loan draws ensuring proper procedures and requirements are followed.
- Print, review, and prepare billing statements, notices, and correspondence for distribution.
- Perform necessary processes and procedures to both perfect and release various types of collateral, including vehicle liens, UCC filings, etc..
- Responsible for verifying, balancing, and disbursing funds for Loan Production Transactions.
- Daily audit and review of previous day transactions.
- Daily balancing of department general ledger and related accounts.
- Scan loan documents into the system.
- Monitor and track insurance policies for collateral.
- Assist with weekly, monthly, and quarterly reports as required.
- Maintain the highest level of confidentiality with all information obtained.
- Perform as a team member in allocating and coordinating the work flow.
- Contribute to the fulfillment of department and company objectives and goals.
- Comply with all department and company policies, procedures, and regulations.
- Meet expectations for attendance and punctuality.
- Perform other duties as assigned.

Knowledge, Skills & Abilities

- Detail oriented with a high degree of accuracy.
- Ability to prioritize.
- Familiar with banking regulations and responsibilities relating to each, including a working knowledge of UCC filings, titled liens, mortgages, and other aspects of the loan collateral position.
- Mathematical skills including problem solving.

- Ability to utilize resources available to complete assigned projects.
- Self-starter, ability to work independently.
- Strong communication & organizational skills.
- Competence with computers and 10-key calculator.
- Ability to work in a fast-paced environment & under pressure as needed.
- The ability to make sound decisions. This may include making on-the-spot decisions regarding customer transactions; weighing customer satisfaction issues with the Bank's exposure to loss or fraud, and the ability to think through and rationalize decisions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee may occasionally lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Education & Experience

High school diploma or GED equivalent required.
2+ years previous banking experience preferred.

If you want the opportunity to work in a professional environment with a team of dedicated bankers and a competitive compensation package, please bring or send your cover letter, resume, and application to our HR Director at 215 S. Seth Child Road, Manhattan, KS 66502. Open until filled. Our application and full job description are available online at www.cfnbmanhattan.com/find_a_job.cfm. CFNB is an Equal Opportunity Employer.

The requirements listed above are representative of the knowledge, skill, and/or ability required. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of employees in this position. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.