



LOAN OPERATIONS SPECIALIST I/II

DATE: November 14, 2016

POSITION: Loan Operations Specialist I/II

FTE STATUS: Full-Time HOURLY (36 – 40 hours/week)

JOB DUTIES: This position is responsible for performing all loan operational duties as assigned, with an emphasis on loan processing duties. Responsible for all loan processing functions as well as servicing loan installment, consumer, mortgage and/or commercial loans. Sets up files, prepares documentation, accepts and records payments, calculates interest and rebates. Keeps loan records up-to-date, removing paid loans from files. Uses tickler system to keep customer information current. Processes new or renewal notes, pays out loans, and may do record-keeping or transactions on charged-off loans. Answers questions for customers and loads and books loan data onto system.

Responsible for Internal Control/Compliance activities including monitoring services for accuracy and completeness, acting as a dual control for other departments, maintaining up-to-date compliance knowledge and mitigating risk by ensuring all policies and procedures are followed. Associate must be able to work independently, relying on senior members of the department for assistance with troubleshooting.

Responsible for performing routine duties including night deposit, ATM, or other deposits related tasks as necessary.

APPLICATION DEADLINE & NEXT STEPS: Applicants can apply by emailing our Director of HR, Deby Gray (dgray@fmberlin.com).

Deadline for email applications is Wednesday, 11/30/2016.