



JOB DESCRIPTION

Job Title: Loan Operations Specialist

Position Summary:

Ensure accurate and timely operations of the Bank's loan process to include but not limited to: booking loans on loan system, imaging loan documents, verifying and auditing loan input, following up for loan documentation files (credit/collateral), maintaining document tracking exceptions, completing and reviewing daily reports and balancing, performing loan research and resolving problems, and processing loan payoffs.

Position Responsibilities:

Responsibilities of this position include the following:

- Book new loans, renewals, modifications, letters of credit and guidance lines of credit.
- Book new SBA loans.
- Scan loan files.
- Post-closing loan review.
- Post payments, draws and principal reductions.
- Edit loans booked to loan platform for accuracy.
- Process loan payoffs.
- Participation loan processing – both purchased and sold.
- Clear loan unposted transactions.
- Loan account research.
- General loan questions/research.
- Balance loan general ledger clearing accounts.
- Execute recording/release of applicable documents.
- Document exception tracking/reporting.
- 1502 reporting to Colson Services (SBA loans).
- Process ACDVs and AUDs on E-Oscar.
- Process escrow disbursement
- Work with Bank software and web applications (FDM, FIS/BancPac, etc.).

Experience Required:

- High School diploma or equivalent required, college degree preferred.
- Minimum of 2 years of work experience in loan operations and knowledge of FIS system a plus.

If you're interested in this employment opportunity, I encourage you to apply to this opportunity by emailing your resume to my attention at IvanGiron@privatebankofbuckhead.com.