STATE BANK
& Trust Company

EEO is the Law

Loan Accounting Associate

<u>Macon or Atlanta, GA</u>

The Loan Accounting Associate will process both standard and specialty lending loans as required for Loan Accounting Associates, and will also work in support of the VP of Loan Accounting exhibiting independent thought and the ability to understand and act on information independently while performing research, interacting with employees in related departments, and problem solving.

Functions

- Book participated loans to the core processing system.
- Book SBA loans to the core processing system.
- Book specialty lending loans to the core processing system.
- Process loan maintenance requests.
- Remit sold participation payments to participants.
- Post incoming wire payments for purchased participations.
- Process non accrual, charge off, recovery / settlement agreements.
- Respond to credit bureau disputes.
- Research and resolve loan discrepancies between institutions for participated and SBA loans.
- Assist internal and external customers with loan questions related to the core processing system
- Assist with loan payment processing, payoffs, loan notice mailings as needed.
- Perform research projects as assigned.

Education/Experience:

- High school diploma or general education degree (GED).
- One year experience.
- Experience with SBA and participated loans desirable; Core operating systems experience required; Loan data input experience and General ledger balancing experience required;
- Intermediate knowledge of Microsoft Word, Excel, and Outlook; Requires accuracy and ability to coordinate and prioritize workday efficiently

TO APPLY VISIT OUR WEBSITE WWW.STATEBT.COM