



**Position Title:** Loan Servicing Specialist  
**Location:** 2060 Mt Paran Road, Atlanta, GA 30327  
**Compensation:** Competitive base salary  
**Status:** Regular full-time position

### **Job Summary**

The Loan Servicing Specialist is responsible for servicing the bank's conventional and SBA loans.

### **Job Responsibilities**

1. General ledger reconciliation
2. Setting up ticklers
3. Scanning documents
4. Processing no-accrual charge offs
5. Processing paid out loan files/close outs.
6. Completion of monthly reports
7. Processing lien filings and releases
8. Handling various recorded document types
9. Auditing and reviewing loans
10. Conducting maintenance of collateral files
11. Updating loans on to the FiServ loan system
12. Tracking and clearing exceptions

### **Job Requirements**

1. Must have at least 3 years loan servicing experience
2. Associate's degree in business preferred
3. SBA and/or conventional loan experience preferred
4. Knowledge of loan preparation
5. Knowledge of completion of SBA 1502 report
6. Ability to use the FiServ loan system
7. A thorough understanding of loan servicing standards and requirements
8. Effective communication skills and service driven work ethic
9. Excellent time management and organizational skills
10. Basic computer skills required

We offer a competitive compensation and benefit package including medical, dental, vision, basic and optional life insurance, short and long-term disability, paid time off, 401(k) plan and flexible spending accounts.

Only candidates meeting the minimum qualifications and requirements will be considered for available opportunities. Please send your resume to [resumes@cornerstonebankga.com](mailto:resumes@cornerstonebankga.com).

Employees are required to present proof of identity and eligibility to work in the United States. Cornerstone Bank participates in E-Verify. Cornerstone Bank is an Equal Opportunity Employer.