

LOAN PROCESSOR for The Piedmont Bank (EEO/F/M/Veteran/Disabled)

Essential Job Skills include Processing consumer, commercial and construction loans from application through closing. Maintain files for appropriate documentation to perfect liens on all secured loans. Creates and maintains loan files to include the Credit, Collateral, Draw and Guarantor files. Create check in and maintains construction files and inspection cards. Request inspections, ensure receipt of required documentation prior to funding, calculates, processes, obtains proper approval, and requests funding for draw requests efficiently and in agreement with Bank policies and procedures and service level agreements. Follow-up on any and all documentation necessary for a complete loan file to include current financial statements / tax returns, recorded documents, insurance, etc. Quote loan payoffs. Assist with processing loan payoffs, prepares demand statements, and processes loan payments and advances. Provide customer service via telephone inquiries, email, face-to-face, etc.

Other duties for Loan Processor will include assisting with various administrative duties as requested. To handle special customer and loan staff requests as needed. Efficiently communicates information to internal and external clients. Process outgoing domestic and international wires as required. Assist with the research and resolution of customer loan discrepancies. Responsible for maintenance and integrity of loan files. Assist lenders on monitoring and collecting past due accounts. Adhere to all BSA compliance policy and procedures. Follow fraud prevention and security procedures. Customer Service – Manages difficult or emotional customer situations; Responds to requests for service and assistance; Meets commitments. Ethics – Treats people with respect; Inspire the trust of others; Work with integrity and ethics; Uphold organizational values. Experience should include: High school diploma or equivalent required, Loan Processing experience (minimum of 6 months) with working knowledge of loan documentation. Ability to organize and prioritize assignments of an intermediate nature simultaneously with a quick response. Must have excellent client service skills, personal and communication skills. Ability to work in a team environment. Ability to read, analyze, and apply policies and procedures. Working knowledge of Fiserv. Ability to work independently with minimal supervision. Prior Banking experience is desired. Knowledge of all Microsoft Office software.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7

Contact becky.litsky@piedmontbankonline.com for application, voluntary Self-Identification and Self-Identification Disability forms.