Midstates Bank

Loan Administrator

**Location:** Council Bluffs **Job Status:** Full-time

**FLSA Status:** Non-exempt **Reports To:** Location Manager

**Amount of Travel Required:** Some travel between bank location when requested

**Positions Supervised:** None

**Work Schedule:** Monday thru Friday 8:00 AM to 5:00PM

**Job Purpose:**

Under general supervision, and in compliance with established policies and procedures, this position performs loan administrative support functions. Primarily this position supports the documentation, closing, disbursement and servicing of loans. Some of which are highly complex construction, small business, agricultural, mortgage and commercial loans. This position will need to communicate with clients, customers, outside agencies, and others in order to obtain important information, problem resolution, and prompt response to inquiries. Responsibilities include drafting loan documents including proper terms and conditions. The Loan Administrator will perform assigned duties in accordance to Midstates Bank’s Core Values for Customer Service and will adhere to the Quality Service Standards.

**Essential Functions:**

* Provides support to the lending team in various stages of the loan cycle: including but not limited to processing loans within the Compliance One system, accurately uploading new loans onto core processing system, building new loan files, processes loan extensions and modifications, assists with processing paid off loans.
* Accurately prepare all loan transactions, properly posting to the correct general ledger accounts.
* Performs necessary file maintenance to properly reflect loan account status, including but not limited to necessary loan extensions, AFT’s, or change in status of the loan.
* Provides quality control for loan transactions and new loans: researches and corrects unposted loan items daily, prints the new loan edit from the prior day and verifies the accuracy of the information on the core system.
* Assists in verification of complete documentation for loans: responsible for tracking loan documentation on computerized tracking system, assists with file documentation review.
* Maintains loan and note files: including but not limited to timely filing of all documents, maintaining and implementing the Midstates Bank standard loan filing system and updating of all loan tracking items on the Jack Henry system accurately and timely.
* Assists in the accurate collection and reporting of compliance data, including Home Mortgage Disclosure Act information and Flood Protection documentation.
* Performs pre-closing review for real estate loans as applicable
* Provides notices and reports as necessary for location – including but not limited to printing notices of right to cure, special reports and daily exception reports.
* Assist lenders or other loan administrators in producing, copying, faxing, mailing and handling correspondence to internal or external parties as needed.
* Produce collateral value reports by inputting inventory into tracking systems and notifying lender of possible deficiencies.
* Provides telephone support to loan customers
* Participate in civic activities to promote growth and development of the community and a positive image for the bank.
* Other duties as assigned

**Skills/Qualifications:**

Thorough knowledge of loan servicing functions, specifically loan documentation and collateral requirements; strong organizational skills; attention to detail; strong computer skills, specifically Microsoft Word and Excel, Jack Henry CIF 20/20 software; strong communication skills. Must be able to work independently and productively and should be able to prioritize assignments as per their issues of significance.

**Education:**

Associates or Bachelor’s degree preferred. HS Diploma or equivalent

**Experience:**

1 year bank experience

Midstates Bank has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.