



Position Description

<u>Title</u>	<u>Company</u>
Commercial Lending Assistant	ARC Federal Credit Union
<u>Qualifications</u>	
High school diploma or equivalent 3 years commercial lending support experience	
<u>Special Requirements</u>	
<u>Organizational Relationships</u>	
Responsible To: VP of Commercial Lending	Responsible For: N/A

Purpose

Perform a variety of support duties related to the business/commercial lending function.

Duties and Responsibilities

1. Coordinates loan closings with title companies and real estate agencies. Ensures documents returned from applicable agencies are complete and accurate. Assists business lender in clearing any post-closing documentation exceptions.
2. Answers incoming telephone calls, resolves member inquiries within prescribed authority, and when necessary, directs calls to the appropriate loan representative or department. Answers member questions regarding loans and transactions. Initiates loan advances. Mails or emails applications, forms and/or information to members and prospective members.
3. Serves as primary receptionist for the business lender, including but not limited to preparation/composition of written correspondence and memos, as requested by Commercial Lender. Types all documents needed for loan approvals and denials.
4. Obtains information related to the business loan origination process including but not limited to: preliminary title reports, customer identification verifications, UCC searches, insurance information, flood certificates and various other items. Monitors cancelled insurance policies and initiates timely follow-up with appropriate parties.
5. Gathers background information on loan applicants, researching any discrepancies.
6. Prepares appropriate business loan disbursement entries (checks, deposits, wire transfers, etc.), according to loan disbursement instructions provided by Commercial Lender.
7. Processes loan payments and fees.
8. In a timely manner, assembles and maintains loan documentation files to ensure proper order and accuracy of documents, verifying all documents have been properly executed and recorded. Responsible for imaging and retaining original loan documentation.
9. Assists members and employees with basic questions regarding commercial lending services.
10. Processes loan maintenance information in computer system.
11. Purges loan files by destroying out-of-date or unnecessary documents.
12. Inputs closed loans into the system.
13. Maintains working knowledge and compliance of Credit Union policies and procedures, lending regulatory requirements, the Bank Secrecy Act, the U.S. Patriot Act, FACT Act and Truth in Lending and maintains the integrity of the Member Identification Program.
14. Prepares business loan documents using a document preparation system to ensure correct and complete documentation according to policy and approval conditions. Keeps up-to-date on the document preparation system training, changes, and information.
15. Interviews loan applicants or potential loan applicants in person or over the phone.
16. Assists members with the loan application process to ensure completeness of information.

17. Answers questions for members throughout the loan process. Explains loan options, insurance required, loan policies, etc.
18. Completes loan applications over the phone or electronically.
19. Presents application and supporting information to Commercial Lender.
20. Prepares reports for the Commercial Lending Committee meetings and Board of Director meetings.
21. Organizes, coordinates, and attends Commercial Lending Committee meetings, while recording the meeting minutes and maintaining the minute book and related documents.
22. Participates in the Marketing Committee to help promote commercial loans to ARC FCU members and potential members in the community.
23. Opens business accounts while adhering to Credit Union policies and regulations.
24. Tracks and initiates annual loan reviews.
25. Maintains the confidentiality of all information received during the course of business.
26. Represents the Credit Union in community service projects.
27. Other duties as assigned.

This Position Description covers only the essential functions for this position. The incumbent is expected to satisfactorily perform other related duties as assigned. All tasks are subject to possible reasonable accommodation with respect to statutorily protected individuals with disabilities.

Job Specifications

1. Professional, well-developed written and verbal communication skills necessary for conducting business and projecting a positive image as a representative for the Credit Union.
2. Intermediate mathematical skills required (calculations and concepts involving decimals, percentages, fractions, etc.).
3. Ability to operate PC as well as general office machines.
4. Proficient in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)
5. Good organizational skills, attention to detail and ability to protect member privacy. Must possess the ability to work under minimal supervision.

Minimum Qualifications

High school diploma or equivalent, college degree is an advantage. Three years previous experience in Commercial Lending support. Must be able to pass bondability requirements and credit report.