

# Loan Processor

**Location:** 7<sup>th</sup> Ave Branch Office

**Reports to:** VP of Lending

**Position Purpose:** Provide administrative support to the Loan Department. When requested, interview credit union loan applicants and/or disburse loans. Review completed loan applications for accuracy and compliance.

## **Job Responsibilities**

- Review and audit applications and completed loans for accuracy, completeness, policy adherence, regulatory compliance, and proper documentation retention. Report findings to management.
- Assist in gathering applicant documentation and maintaining organized, indexed records in both paper and electronic formats.
- Support members with loan servicing inquiries and resolve related issues.
- Lead or support various loan department tasks, such as HMDA reporting, escrow management, credit bureau management, title management, and insurance tracking.
- Assist loan officers with loan closings by organizing documents, obtaining signatures, and completing loan packets.
- Support collection efforts as needed.
- Respond to member questions about loans, including processes, options, insurance requirements, policies, interest rates, and payoffs.
- Perform other duties and responsibilities as requested.

This job 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.