POSITION DESCRIPTION

POSITION TITLE: LOAN PROCESSING SUPERVISOR
DEPT. OF DIVISION: RESIDENTIAL LENDING
REPORTS TO: FVP CREDIT OFFICER
STATUS: EXEMPT
APPROVED BY: HUMAN RESOURCES
DATE: JUNE 2019

Note: This job description is a summary of the job duties and requirements that are essential to the evaluation of the job. It is not intended to be complete in detail. These responsibilities are typical for this job; however, on occasion, individuals in this position may be required to perform functions of a higher or lower skill level not included in this job description.

POSITION SUMMARY:

The Loan Processing Supervisor is responsible for managing a team of loan processors as well as reviewing loan applications for completeness and accuracy, verifying supporting income, asset and liability documentation. The applicant is expected to demonstrate a sense of urgency, willingness to work cooperatively with others, and be an effective team player whose primary focus is to service customers.

DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Supervises all major loan processing and funding activities

- Assures accuracy of timely processing of all major loan packages within The Bank's lending guidelines

- Supervises and trains major loan processing and funding staff

- Reviews loan packages for completeness prior to submission

- Monitors and tracks major loan "pipeline" reports

- Assists underwriting staff in loan analysis and review of appraisals

- Reviews all entity documents, preliminary title reports, and environmental audit reports

- Resolves major loan processing and funding issues

- Serves as liaison with borrower, broker, and escrow institutions

- Assists in the updating of the major loan processing and funding procedures for the department

- Keeps informed of recent changes in policies and government regulations

- Performs other related duties as requested

QUALIFICATIONS:

- Educational background should include high school diploma or equivalent

- Requires computer skills

- Minimum of four (4) years' experience in processing

- Minimum of four (4) years' Management Experience

- Requires comprehensive knowledge of government disclosures for residential loans

- Requires organizational skills

- Requires analytical skills and accuracy

- Requires excellent verbal and written communication skills

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

Communication skills:
1. Good written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.

Computer skills:
1. Accurate typing/keyboarding skills; basic computer skills, including the use of word processing, spreadsheet software applications, and e-mail.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

_____   _____

Employee Signature   **Date**

_____

Print Name

_____   _____

Manager/Supervisor Signature   **Date**

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Print Name