

MARION COUNTY BANK

Job Title: Loan Processor
Department: Loan Department

SUMMARY:

Primary duties for this position include but are not limited to processing and closing of in-house agricultural, commercial, and residential real estate loans and secondary market loans. This position will contribute and promote a teamwork environment within the loan processing area. Position located in the Pella branch.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Process and close loans to comply with rules and regulations.
- Demonstrate good working knowledge of loan processing guidelines and requirements.
- Review and understand current program guidelines.
- Make quality judgment and interpret loan documentation received in files.
- Accurately input data into system as needed.
- Meet timelines of necessary disclosures.
- Ensure compliance standards are met.
- Ensure all information included within the loan process is correct.
- Processing and closing of loans within the agricultural, commercial, and residential departments.

SKILLS/QUALIFICATIONS:

- Ability to communicate timely and effectively, both verbally and in writing.
- Ability to troubleshoot and utilize the loan system to document complex loan scenarios.
- Possess excellent computer skills.
- Have a strong attention to detail and accuracy.
- Knowledge of basic accounting processes and procedures.
- Ability to think quickly and logically to ensure accurate and on time closings.
- In-depth knowledge of the bank's products, processes, and policies.
- Effective organizational and time management skills; ability to multi-task and work with frequent interruptions with minimal supervision while performing duties.
- Ability to be flexible and manage workflow in a high-volume environment.
- Ability to work with a team.

EDUCATION AND EXPERIENCE:

- Familiarity with loans and/or processing experience preferred.
- Post-secondary degree preferred but not required.
- Previous banking experience beneficial.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. Vision abilities required by this job include close vision.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Marion County Bank provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

TO APPLY:

Qualified candidates can send or email a cover letter and resume to:

Diane Roose, Marion County Bank

800 Main Street, Pella, IA 50219

droose@marioncountybank.com

No phone calls please