



Position: Loan Assistant
FLSA Status: Non-exempt
Hours: 8-5, M-F
Location: Waverly, MN

The loan assistant supports the lending team by performing work assignments primarily within the commercial and agricultural loan department. However, there are routine duties that pertain to consumer lending. This individual will be responsible for managing pending and ongoing tickler items, preparation of loan files, funding of loan proceeds, coordinating and performing post-closing activities such as collateral administration and audit of loan reports.

Job Responsibilities

1. Responsible for identifying, researching, and updating pending documents and tickler items for commercial and agricultural loans.
2. Reviews all new loan and maintenance input reports, which includes consumer loans for inconsistencies or accuracy issues.
3. Ensures loans are processed in accordance with the Bank's policy and regulatory guidelines as applicable.
4. Examines loan payments for proper posting and initiates adjustments as necessary.
5. Utilizes various checklists to prepare loan files according to established procedures.
6. Communicates with lending team on all discrepancies and necessary legal documents not yet obtained.
7. Initiates UCC searches and pulls customer credit reports.
8. Contacts customers or third parties to request insurance documents, tax returns, and other loan-related documents.
9. Inspects loan files to determine whether all required documents are current and makes relevant notes on work in progress.
10. Funds loans and pays any related filing fees according to established procedures or as directed by lender.
11. Processes loan renewals and paperwork for paid loans as instructed by lender and according to approved policies and procedures.
12. Responsible for organization of loan files and general upkeep of filing room.
13. Provides administrative support to lending department.

Qualifications

- High School Diploma or equivalent
- 3-5 years loan assistant or loan operations experience in community bank
- Understanding of loan documentation requirements
- Experience working in an office environment and producing routine correspondence
- Skillset includes being organized, adaptable, detail-oriented, and able to multi-task
- Experienced in using Microsoft Office Word and Excel
- Ability to learn and utilize bank operations software
- Capable of working with minimal direction and demonstrates proactive problem-solving skills
- Uses good oral and written communication skills
- Exemplifies professionalism, commitment to customer service, and sound judgment
- High regard for maintaining confidentiality and securing customer information

Preferred Qualifications

Bachelor Degree or Associates Degree in Business or Finance

EOE m/f/v/d