

**JOB TITLE:** Loan Processor  
**REPORTS TO:** Senior Vice President  
**LOCATION:** 5431 SW 29<sup>th</sup> Street, Topeka, KS 66614  
**HOURS:** 8:00 am – 5:00 pm Monday through Friday  
**APPLY:** Please send cover letter and resume to [peopleops@communitybanktopeka.com](mailto:peopleops@communitybanktopeka.com)

**JOB SUMMARY:**

Process commercial and consumer retail loan documents for our lenders by utilizing several industry standard software programs.

**PRIMARY FUNCTIONS:**

- Process all documentation for new and renewal loans including creating new customer information files, creating new loan files and funding the loans.
- Obtain information needed for loan approval such as credit bureau reports, title insurance commitments, appraisals and flood determinations.
- Perform loan documentation and review functions.
- Process construction draw requests.
- Check general ledger loan accounts daily for errors and make corrections when necessary.
- Customer service – follow-up on questions/requests from customers and fellow staff members.
- Process secondary market files.
- Imaging of loan files.
- Release of collateral on paid loans.
- Promote a positive work environment.
- Adhere to the myriad of compliance regulations.
- Other duties and special projects as assigned.

**EXPERIENCE:**

Two years of prior experience in a financial institution or loan related field is preferred.

**EDUCATION:**

High school diploma or equivalent required.

**SKILLS & ABILITIES:**

- Intermediate level of computer proficiency.
- Ability to plan, organize, and prioritize work, in order to meet deadlines and maximize efficiency and profitability. Must be attentive to detail and a self-starter.
- Basic math skills.
- Ability to take direction from various staff members.
- Strong customer service abilities and communication skills.
- Operating knowledge of bank services and products.

**SALARY AND BENEFITS:**

This is a full-time, salaried position and includes a comprehensive benefits package. Compensation will be commensurate with professional experience and education.

**COMMUNITY BANK EMPLOYEE PLEDGE:**

Each day I will:

- Provide an excellent customer experience.
- Create a positive environment.
- Foster meaningful relationships with our customers and my team.
- Find opportunities to support our customers' needs.
- Operate with integrity and be a good example of community.

**EMPLOYMENT PRACTICES:**

Community Bank provides equal employment opportunity (EEO). All applicants will be considered for employment without regard to race, color, religion, sex, age, sexual orientation, gender identity, national origin, veteran or disability status.