

Loan Documentation Associate II

Exempt Status: Non-Exempt

Full Time/Part Time: Full-Time

Location: Corporate- 1 Ward Parkway Kansas City, MO

Job Function: Provide general support to lending staff by creating loan, collateral and other supporting documents for the various types of commercial loan(s) requested.

Essential Duties and Responsibilities:

- Create Commercial loan documents in accordance with Banks Loan Policy and Federal Regulations for the following types of loans:
 - Commercial Non-Real Estate
 - Commercial Real Estate
 - Commercial Construction
 - Revolving Lines of Credit
 - Letters of Credit
- Emphasis in Commercial/Commercial Real Estate Loan documentation
- Knowledgeable in reviewing, understanding and extrapolating the necessary information from By-Laws, Operating Agreements, Trust Agreement and Title Insurance
- Work with lenders to resolve documentation issues during the origination process
- Provide detailed pre-closing file review for documentation and compliance accuracy
- Knowledgeable in all facets of lien perfection
- Knowledge of LaserPro documentation system a plus
- Knowledge of Sageworks Analyst/Abrigo a plus
- Knowledge of FIS/IBS Core system a plus
- Order Credit Reports
- Order Certificates of Good Standing and UCC Searches
- Other Duties as assigned by supervisor or other member(s) of management
- Attend work regularly and consistently to ensure appropriate staffing needs are met in the department and the organization to ensure needs are met in a timely fashion

Job Qualifications / Required Skills and Abilities:

- Associate's Degree in Business, Finance or related field OR equivalent work experience
- Five years loan operations experience required, previous documentation experience preferred
- Three or more years of prior experience in a financial institution lending department preferred
- Superior written and verbal communication skills
- Exhibit and maintain high degree of professionalism
- Maintain high degree of confidentiality and integrity
- Ability to communicate effectively and professionally at all levels of the organization
- Excellent follow through and time management skills
- Excellent attention to detail
- Exhibit good business acumen

- Ability to create and edit documents using "Windows" software such as Excel, Word, Outlook and other applicable software, as well as working knowledge of network data system.

To apply: https://www.ccbfinancial.com/countryclubbank/Careers/hr_culture