



**Job Title:** Commercial Loan Processor  
**Department:** Commercial Loan Operations  
**Reports To:** Assistant VP, Commercial Loans  
**FLSA Status:** Non-exempt

**For more details and apply online:**

<https://www.cornerstonebk.com/banking-careers-in-overland-park-ks/>  
<https://cornerstonebankcd.applytojob.com/apply/7y0itcalLV/Commercial-Loan-Processor>

**Company Overview**

Cornerstone Bank is a locally-owned community bank proudly serving our clients with excellent customer service. We are proud to uphold the tradition of providing friendly, quality service set forth in 2001 by the founders of the bank. Working at a community bank has its advantages! We have an attractive benefit package and offer competitive wages. Employees participate in fun company events throughout the year; you'll be surrounded by friendly co-workers in a team environment.

**Why Work Here? Benefits and Perks.**

- Health, dental, and vision insurance, short-term disability, long-term disability, life insurance, identity theft insurance, paid vacation and sick leave, 401(k) retirement plan with company match, professional development.
- Casual Friday/Jean day, Red Friday/game days (KC Chiefs), KC Royal days, fitness reimbursement program, paid volunteer program, quarterly birthday events, team-building events throughout the year, social events, work-life employee assistance program and discounts.

**Summary:** The primary responsibility of the Commercial Loan Processor is to provide support to the commercial loan department with focus on document processing, payment application, file maintenance, and customer service.

**Primary Duties and Responsibilities:**

- Responsible for producing commercial loan documentation.
- Review loan packages prior to producing loan documents for compliance with Bank credit policy and regulatory requirements.
- Communicate proficiently with commercial lending staff regarding loan file details and requirements.
- Verify loan documentation and proper approval for loans processed.
- Identify items to be tracked to complete loan file documentation.
- Help maintain loan accounts with focus on sound credit administration and safe banking practices.
- Process payments and proper money movement in accordance with accounting requirements.
- Assist in loan reviews, audits, and regulatory examinations.
- Attend meetings and educational events to obtain information and training.
- Maintain sufficient understanding of and adhere to regulatory compliance requirements.
- Perform other loan operational tasks.

**Qualifications:**

- Effective communication, excellence in both verbal and written skills.
- Problem-solving skills involving critical thinking.
- Proficient at technology.
- Basic accounting skills or experience and understanding of general ledger activity.
- Solid multi-tasking capabilities, including prioritizing tasks.
- Strong organizational skills.

- Time management.
- Ability to work under pressure with accuracy and efficiency.
- Ability to form good working relationships.
- Excellent customer service skills.
- Professional appearance.

**Education:**

College Degree; Business or Finance preferred.

**Required Experience:**

- Banking: 3 years
- Processing Real Estate Loans: 2 years
- Loan Documentation: 2 years

**Computer Skills:**

Proficient use of personal computer; experience on Microsoft Office Suite and Outlook. Ability to learn department-specific software (LaserPro, Suntell imaging, etc.).

**Cornerstone Bank is an Equal Opportunity Employer**

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*