



Disclosure Desk Coordinator

Overland Park, KS

SCHEDULE: Full-time, flexible schedule

REPORTS TO: Disclosure Desk Supervisor

Join our team at KS StateBank!

For over 50 years, KS StateBank has balanced home-town banking values with a respected nation-wide presence. Across all departments, our employees are focused on creating positive experiences for our clients by providing incomparable knowledge, outstanding solutions, and exemplary service. Our focus isn't just on our clients; at KS StateBank we also strive to achieve mutual investment in our employees for long-term organizational and personal success.

The Disclosure Desk Coordinator position is a starting point into the world of home loan financing. In this position you will be challenged to act as the bridge that transitions a home loan from file processing to loan closure. Organization skills, including the ability to plan for incoming loan requirements, are essential. Attention to detail and the ability to quickly and efficiently switch between tasks are also necessary skills. Team members who research and use data to find answers and make decisions do well in this position, as do those who use their previous knowledge and experiences to help them quickly find information in order to come to a decision. This includes not only the ability to recognize when something is missing or incomplete, but also the drive and curiosity to problem solve, research, and fill in the details.

Responsibilities for the Disclosure Desk Coordinator position include collecting documentation such as titlework, credit reports, contracts, and proof of insurance; entering loan details into the electronic database; and sending out the initial closing disclosures, which starts the clock for the closing team deadlines. You will also be responsible for providing regular communication updates to relevant parties—including teammates, the borrower, and any relevant 3rd party vendors—in order to keep everyone informed of any change in circumstances, such as a loan amount or closing date.

Employee benefits include 401k, health, dental and vision insurance and paid time off.

If this position sounds like a good fit for you,
visit ksstate.bank/careers to view the full job description and apply.

We look forward to meeting you!