



### **Job Opening- Loan Operations Manager, Tonganoxie, KS**

First State Bank & Trust is a community bank with locations in north-east Kansas including Piper, Basehor, Tonganoxie, Lawrence, and Perry. We are looking for an experienced banker to join our Loan Operations team as a Loan Operations Manager in Tonganoxie. Ideally, candidate will have 3-5 years experience in loan operations/and or commercial lending.

#### **SUMMARY**

Has responsibility for the development and coordination of consumer and commercial lending activities as related to the Loan Operations. This includes management of the day-to-day operations of the Bank's Loan Operations. Understands the concept of and has the ability to be responsible for a Bank control process. Understands and utilizes software associated with loan processing, loan servicing, and file review. Evaluates and develops procedures and policies for the Loan Operations Department and Commercial Loan Assistants, and participates in and assists with development and implementation of bank wide lending policies and procedures.

- Responsible for the overall Loan Operations functions of the Bank and ensuring existing controls are adequate and working effectively in the lending process as relates to Loan Operations.
- Responsible for supervision and development of Loan Operations employees.
- Responsible for the strategic direction of the Loan Operations Department and implementing steps to achieve goals.
- Acts as a liaison between Lending, Retail, and Operations Departments and works to improve efficiency and quality of interdepartmental interactions.
- Coordinate and lead meetings and training involving Loan Operations.
- Recognized as an expert and leader and assists internal customers with questions and training as necessary.
- Responds to inquiries from internal customers regarding issues related to loan and loan payment data entry, documentation preparation, outgoing wire transfers of loan proceeds, incoming wire transfers of loan participation payments, and document tracking.
- Reviews and recommends to Sr. VP/Cashier new methods, procedures, programs and policies to make daily operations more efficient and effective.
- Reviews and recommends to Sr. VP/Cashier new software, software contracts, and hardware purchase for the loan operations and lending functions.
- Administrator for LaserPro, Simplifile and E-Oscar.
- Responsible for Core System loan specifications.
- Manage FRB audits. Participate in regulatory examinations (Safety & Soundness and Compliance) and all other loan related audits as needed.

- Assigns and monitors progress on projects and assignments.
- Recommends, formulates, and implements Loan Operations policies and procedures. Assists in formulating and implementing the Bank's General Credit Policy.
- Handles research for loan related issue and finds solutions as problems arise.
- Responsible for the production of various management and Board reports.
- Acts as a "backup" and may perform various work of Loan Operations.
- Compliance Coordinator for the Loan Operations area. Maintains working knowledge of compliance regulations as they effect lending and provides support to the Compliance Officer. Ensures all Loan Operations employees receive proper training. Is responsible for any corrective action related to audit or exam findings.

To apply e-mail your resume to [kathy@firststateks.com](mailto:kathy@firststateks.com)

[www.firststateks.com](http://www.firststateks.com)

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