



### **Job Opening- Commercial Loan Assistant, Basehor, KS**

First State Bank & Trust is a community bank with locations in northeast Kansas including Piper, Basehor, Tonganoxie, Lawrence, and Perry. We are looking for an experienced banker to join our commercial lending team, in our Basehor market, as a Commercial Loan Assistant. Ideally, candidate will have 3 years prior banking experience in commercial lending, retail lending, loan operations, or a background in accounting.

#### **SUMMARY**

Obtains necessary documentation and information from new and existing loan customers. This may include credit reports, background checks, reference checks, financial information, collateral reports, and other information pertinent to loan evaluation and file.

- Receives inquiries from existing borrowers concerning possible renewals, extensions, and rate adjustments.
- Makes loan advances to customers.
- Completes loan processing worksheets and real estate closing statements.
- Work directly with Loan Operations Department to create loan documents.
- Ensures that exceptions are collected from proper sources and forwarded to proper Department.
- May assist with Paid Note Checklist, UCC lapse research, lien releases, and adverse actions.
- Evaluates all loan documents prior to closing to ensure that required documents are present and that the documents accurately reflect the intended terms and structure of the loan.
- Has ability to close all loans with borrowers and has responsibility to ensure that loans are closed correctly and that, if applicable, all federal disclosure requirements are met.
- Prepares payoff quotes/letters as requested.
- Responsible for disbursements of loan proceeds to applicable outside parties.
- Responds to inquiries from internal customers regarding issues related to loans including loan payment data entry, documentation preparation, outgoing wire transfers of loan proceeds, incoming wire transfers of loan participation payments, and document tracking.
- Bundles loans in accordance with checklist, images loans, and files loan documents.
- Assists with Loan Review function as requested and may be point of contact for communication with Loan Review Officer or external auditors.

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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