



Job Title: Commercial Loan Processor
Department: Loan Operations
Reports To: Loan Operations Officer
FLSA Status: Non-Exempt

Link To Apply:

<https://cornerstonebankcd.applytojob.com/apply/feprV3pdNO/Commercial-Loan-Processor>
<https://www.cornerstonebk.com/banking-careers-in-overland-park-ks/>

Loan Processors have all the fun! Especially at Cornerstone Bank! If you have a strong passion for finance and accounting and the ability to provide 5-star service, we would love for you to apply. As a Commercial Loan Processor, you are directly contributing to the success of our small business clientele. We are on the lookout for candidates who take pride in providing excellent customer service.

Cornerstone Bank is not like bigger banks. We are a locally owned community bank and working here has its advantages! You'll work directly with all departments to gain a better understanding of the overall operations and you'll have access to all employees, including the bank President! We are a small business, founded in 2001, with less than 100 employees. We have an attractive benefit package and offer competitive wages. Employees participate in fun company events throughout the year, and you will be surrounded by friendly co-workers in a supportive team environment.

Commercial Loan Processors are responsible for the full loan process, from A – Z!

- Provide support to the loan department
- Produce commercial loan documentation
- Payment application
- Ensure compliance with Bank credit policy and regulatory requirements
- Balance settlement statements and fund loans

We want you to be successful! What skills will help you succeed?

- Strong organizational and time management skills
- Effective communication
- Problem solving skills and critical thinking
- Accounting skills and mathematical competence are key skills for success in this role
- Ability to work in fast-paced environment
- Aptitude for advanced technology

Ready for the details?

- Your work schedule is 8:00 AM – 5:00 PM, Monday through Friday
- College is not for everyone; a high school diploma or equivalent is our minimum requirement
- Banking experience preferred

We provide opportunities for all employees to grow and we are willing to train the right candidate. We hope you will consider joining our team!

Benefits and Perks:

- Health insurance plan, dental, vision, short-term disability, company-paid long-term disability, company-paid life insurance, paid time off, 401(k) retirement plan with company match, monthly telecommute day, professional development.
- Casual Friday/Jean Day, Red Friday/game days (KC Chiefs), fitness reimbursement program, paid volunteer program, quarterly birthday events, team-building events throughout the year, work-life employee assistance program.

Cornerstone Bank is an Equal Opportunity Employer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.