



*Our people make the difference,
and we put relationships first.*

JOB DESCRIPTION

Title Loan Operations Team Lead

Position Summary

Loan Operations Team Lead is responsible for providing full support and accountability to the loan operations department in all aspects of productivity and efficiency. Responsible for assisting with audit and review of Loan Operations daily work. Responsible for assisting with weekly, monthly, and/or quarterly reporting as required.

Key Duties & Responsibilities

- Assist with boarding all new and renewed loans and leases into the core system as needed.
- Execute data entry, balance, and process disbursements for all new and renewed loans.
- Perform necessary core system file maintenance and transaction data entries as required by loan modifications, payments, payoffs, reversals, etc.
- Review and process construction loan draws, following proper procedures and requirements.
- Print, review, and prepare billing statements, notices, and correspondence for distribution.
- Perform necessary processes and procedures to both perfect and release various types of collateral, including vehicle liens, UCC filings, etc.
- Responsible for verifying, balancing, and disbursing funds for Loan Production Transactions.
- Daily audit and review of previous day transactions.
- Daily balancing of department general ledger and related accounts.
- Scan loan documents into the system.
- Monitor and track insurance policies for collateral.
- Assist with weekly, monthly, and quarterly reports as required.

If you want the opportunity to work in a professional environment with a team of dedicated bankers and a competitive compensation package, please bring or send your cover letter, resume, and application to our HR Director at 215 S. Seth Child Road, Manhattan, KS 66502. Open until filled. CFNB is an Equal Opportunity Employer.

Application and full job description available online at:
www.cfnb.bank/find-a-job.cfm.

***Apply online at
www.cfnb.bank***