



**Now Hiring!**

**Loan Officer – Full-Time**

**Manhattan, KS**

**Job Description**

Department: Lending  
Reports to: Branch Manager and Executive Vice President

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for negotiating, underwriting and coordinating the closing of consumer, building, and residential loans in compliance with Bank's lending policies and procedures.
2. Be familiar with and have a thorough understanding of the bank loan policy.
3. Perform credit analysis and properly structure real estate and other types of loans for clients
4. Follow sound credit lending practices; have general knowledge of compliance and regulatory guidelines; and maintain past dues and charge offs within or below Bank's guidelines.
5. Develop new business checking, deposit and loan relationships.
6. Promote business for the Bank by maintaining good customer relations and directing customers to proper staff to assist them.
7. Reports directly to the Branch Manager on all loan matters relating to credit and on all items other than credit.
8. Be involved in and participate in community activities.
9. Other Duties as assigned by Bank Management.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Should have a Bachelor's Degree in finance, accounting, or business administration from a College/University or equivalent combination of education and experience.
2. Some prior lending experience preferred, but not required, in a financial institution or loan-related field.
3. Ability to maintain confidentiality of records and information.
4. Have and/or acquire the skills in understanding and applying the principles and policies of lending.
5. Advanced math skills.
6. Ability to work in stressful situations.
7. Be knowledgeable of Microsoft applications and other computer skills.
8. Ability to communicate with customers and other staff members.
9. Willingness to attend schools to advance banking knowledge.

**BENEFITS:**

1. Salary based on experience.
2. Paid Vacation (10 Days) and Personal Time Off (80 Hours).
3. Health Insurance (Cost varies according to plan).
4. Dental and cafeteria plans offered.

Please submit a resume to [shellee@bankwithfarmers.com](mailto:shellee@bankwithfarmers.com)  
Contact information: Shellee Maginness – (785) 539-9002