



Position: Loan Operations Director
Department: Loan Operations
Location: Wichita, KS
Status: FT Salary

Equity Bank is seeking an innovative operational leader for the position of Loan Operations Director (LOD). This position will oversee all commercial, retail and mortgage loan operations and provide support to the lending department. This position supports the origination, documentation, booking and ongoing servicing of all loans in the organization and oversees the requests for credit reports, appraisal orders, environmental orders and post-closing review of all documents. This position reports to the Chief Services Officer and is a key member of the bank's management team. Additionally, this position will lead a dynamic workforce to guide the organization to adapt and respond to the dynamic banking environment. The LOD will be respected for identifying and implementing process improvements, developing a highly skilled department, and creating a positive work environment. The LDO will have a proven record of achievement as a leader will be known for their adoption of innovation.

Responsibilities and Expectations

1. Manage and provide strategic vision for Loan Operations.
 - Leadership oversight of Loan Documentation, Loan Servicing, Loan Participations, Mortgage Operations, and Loan Quality Review.
 - Think about Loan Operations strategically and develop plans on how to be more efficient and effective for today and the future.
 - Ensure that controls are in place to effectively handle all Loan Operations processes.
 - Manage loan operations staff by providing appropriate training and constructive feedback as needed.
 - Act as the Business owner on projects associated with the department.
 - Act as a subject matter expert and assist with tracking and educating the team on pertinent regulations.
2. Hire, Lead, Coach, and Teach
 - Hire for today and tomorrow.
 - Provide clear guidance and expected work outcomes to staff.
 - Instill a service and quality attitude within the department.
 - Create a cohesive and friendly relationship with internal and external customers.
3. This person will be responsible for the following recurring functions:
 - Preparation of documents for all new and renewed loans
 - Booking, processing and reviewing commercial, mortgage and consumer loans
 - Establishing and maintaining loan files
 - Ordering of appraisals, title work, environmental reports and all other third party information.
 - HMDA and CRA data collection
 - Verifying completeness and accuracy of loan files
 - Adherence to bank regulation
 - Escrow management and analysis
 - GL balancing and monthly reconciliements.
4. M&A
 - Complete due diligence as needed on bank acquisition targets.
 - Participate in bank and data conversion process for bank acquisitions.
 - Manage data conversion process for an extended period past conversion date.
5. Perform other duties as assigned or required.

Loan Operations Director

Required Skills & Education

- 5+ years management experience in banking and commercial, mortgage and retail loan operations
- Experience in using the following loan operations systems:
 - Laser Pro
 - Encompass
- Proficient in the use of Microsoft Word and Excel
- 5+ years of experience with secondary market residential loans

Physical Requirements

This position requires standing, walking, bending, and squatting on a regular basis. May require the ability to stoop, kneel, crouch or reach with hands and arms. Requires the ability to carry, lift, move or push up to 25 pounds on an occasional basis. Must be able to talk and listen to others.

Work Environment

This position regularly works in an office setting. Most of the job duties require the employee to be working with computers and electronic media on a regular basis.

Equity Bank is an equal opportunity employer and will not make employment decisions based on an applicant's race or skin color, national origin or ethnicity, religious beliefs, age, sex, physical or mental ability.

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