



UNION STATE BANK POSITION DESCRIPTION

Position Title: Loan Processing Supervisor
Reports To: EVP – Chief Credit Officer
Status: Hourly; Non-Exempt

Position Summary: To direct staff and work concurrently with them in the preparation and completion of loan documents, lien perfection and conducting pre-closing documentation reviews. Position is primarily focused on ensuring data integrity and quality of loan information for the department. To maintain exceptional customer relations, provide timely assistance and promote Bank products and services whenever possible. Provides advice and guidance to others engaged in loan activities to ensure that loans are properly processed and that adequate controls are maintained. Attends and supports loan officer training. Works with the Compliance Officer to ensure regulatory compliance is in place. Works with the Chief Credit Officer to propose and project manage new systems, policies, and procedures.

Principal Responsibilities and Duties:

- Supervise, recruit and train loan processing staff (consumer, construction, commercial, etc.) and make recommendations regarding personnel changes or restructuring.
- Process, prepare and conduct initial review of consumer and commercial loan documentation and supporting documentation such as credit memos, entity documentation and title work.
- Maintain a high level of customer service through proactive communication with internal customers, i.e., loan officers, assistants, and other team members.
- Work in and lead a team environment in an effort to achieve overall bank goals and objectives.
- Responsible for loan documentation and pre-closing review processes, procedures and data integrity.
- Manage and understand collateral perfection processes such as lien entry, UCC and mortgage filings.
- Monitor new compliance legislation and establish procedures with coordination with Chief Credit Officer for dissemination to the lending staff.
- Monitor loan processing functions and recommend changes that periodically become necessary to make sure that procedures properly handle all elements of risk associated with lending including legal and compliance
- Serve as LaserPro Administrator, maintaining training and procedures, and supporting internal personnel.
- Periodic travel may be required for committee meetings and training, as applicable.
- Understand Federal, State and Union State Bank rules and regulations.
- Performs other duties as may be required or assigned.

Supervisor Responsibilities: Supervises the loan processing staff (consumer, construction, commercial, etc.).

Primary Job Location: Job will be located in Wichita, KS, Newton, KS, Winfield, KS, or Arkansas City, KS. Travel to facilities as needed or assigned.

Education and Experience Requirements: High school graduate or equivalent required. Three to five years of experience in loan processing required. Previous management experience required. Experience with LaserPro and nCino and/or Salesforce preferred. Understand Federal, State and Union State banking rules and regulations. Bank related courses strongly recommended.

Specific Skills Required: Ability to communicate, written and verbal, effectively with people both internally and externally. High degree of accuracy and attention to detail with the ability to handle multiple tasks and meet deadlines. Ability to identify and resolve problems. Organizational and time management skills. Ability to work with all levels within the organization. Basic computer skills to include proficiency in Word and Excel. Able to handle confidential information and positively represent the company.

Competencies: Problem solving, critical thinking, decision making, and strong collaboration.

System Accesses: Fiserv Precision, LaserPro, nCino Retail LOS/Salesforce, AFR, Accumatch, Adobe, Microsoft Office Suite, etc.

Equipment Used: Office equipment which includes computer, multi-line phone system, multi-function unit, imaging scanner, etc.

Working Conditions: Work is performed in an office environment. Position requires prolonged sitting (90%) and occasional (10%) physical exertion to manually move, lift, carry or push heavy objects or materials weighing up to 50 pounds; Constant and repetitive use of arms and hands below shoulder level for computer usage. Travel to other locations as needed.

This job description describes the general nature and level of work performed by the employee assigned to this position. Responsibilities and duties describe those functions considered essential to the performance of the job. This description does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to change over time, at the discretion of your supervisor, and to possible modification to reasonably accommodate individuals with a disability.

Union State Bank is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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