



**Walton, KS
Loan Operations Associate**

Email your resume to career@waltonstatebank.com

Company Profile

The Walton State Bank is a small community bank under new ownership. We are in Walton, Kansas approximately 20 miles north of Wichita, Kansas. Management is seeking highly qualified candidates to participate and assist in the growth of the bank.

Education and Experience requirements

This position requires 2 years experience in Loan Operations. It also requires high attention to detail and the ability to work independently. This position requires excellent written and verbal communication skills. Additional job specific training and continuing education will be required.

Job Scope

You will be a key member of our lending team, responsible for loan documentation and preparation of all aspects of loan closings. The ideal candidate will have hands-on experience in loan closings and document preparation.

Essential 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