



## Loan Processor Job Description

**Job Classification:** Non-Exempt, Full-Time

**Reporting Relationship:** Loan Administration Officer/CCO

**Primary Accountabilities:**

Responsible for providing Loan Documentation utilizing various programs. Maintain a high degree of confidentiality and integrity. Promotes business for Kaw Valley Bank by maintaining good customer relations and referring customers to appropriate staff for new services.

**Major Duties:**

- Assists loan officer in preparing consumer, commercial, and real estate loan documents in an accurate and timely manner in accordance with banks loan policy and ever-changing rules and Federal Regulations.
- Work with Loan Officers and Loan Administration to maintain loan files through phases of the lending process and resolve documentation issues during the origination process.
- Knowledgeable in reviewing, understanding, and extrapolating the necessary information from By-Laws, Operating Agreements, Trust Agreements and Title Insurance.
- Develop and maintain an understanding of the proper documentation of various forms of Commercial and Consumer Loans; build the knowledge and confidence necessary to portray an expertise in understanding loan terms and structures.
- Review loan documents prior to loan closing for accuracy, compliance and to correctly explain documents to loan officer.
- Learn current regulations regarding loan documentation and disclosures as well as attend any in-house or outside compliance training.
- Performs additional duties as assigned.

**Required Qualifications:**

- A high school diploma or GED is required.
- Two years of prior experience in a financial institution or loan related field is preferred.

Employee Benefits Include: Paid Sick/Vacation Time, Paid Holidays, Health, Dental, & Vision Insurance, Short- & Long-Term Disability, 401(K) with a Match plus more.

Please apply at: <https://www.kawvalleybank.com/about/careers>

We are an Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.