



# BANK OF THE PLAINS

## **Mortgage Division Manager – Salina, KS**

Bank Of The Plains has a career opportunity for a Mortgage Division Manager. As we grow, we are looking for bright experienced individuals to join our team. This position would be located at our Salina, KS branch. The position would oversee and manage the mortgage loan division from the application to closing phase to ensure that the bank is compliant with all investors, regulatory and bank policies.

Bank Of The Plains offers a competitive total compensation package. Benefits include Health, Dental, Vision, Life Insurance, Long Term Disability Insurance, Flexible Spending Accounts for health and dependent childcare expenses, Paid Vacation, Paid Personal time, Paid Holidays, 401K Plan, and an Employee Assistance Program.

**Essential Functions** include the following. Other duties may be assigned.

- Oversees all aspects of the Bank's mortgage lending activities, including production, operations, secondary marketing, quality control, and compliance.
- Achieve the mortgage division's financial performance and profitability goals.
- Uses the MBA peer information measure efficient and cost-effective systems. Training is key to our strategy and an effective training program for staff is required.
- Researching innovative systems to make our mortgage group financially valuable asset of the bank.
- Collaborate with the Chief Credit Officer and the Chief Financial Officer to develop a Loan Pricing Model that is consistent with the bank's profitability goals and is Board approved.
- Maintains high credit quality standards for the Bank's mortgage lending products.
- Ensures compliance with all applicable laws and regulations.
- Develop a model to onboard and train new Mortgage Loan Officers of the bank, to share the divisions goals and expectations.
- Develop strategic initiatives and strategic relationships to expand the Bank's mortgage lending activities, including acquisitions of other lending platforms and other lending teams.
- Interact with the Bank's other lending executives to develop any cross-selling opportunities.
- Represents the Bank with industry groups and industry conferences.
- Maintains good working relationships with regulatory agencies and investors.
- Design and maintain a division organization chart that is scalable to grow with the division, so that proper staffing is maintained.
- Each employee who uses the Bank's systems takes personal responsibility for being alert and promptly reporting suspicious computer-related circumstances that could indicate a Cybersecurity incident happening or has occurred. Employee strictly adheres to Cybersecurity policies, procedures, and standards to keep Cybersecurity risk a focus and in compliance.
- Follows regulatory requirements by protecting information for privacy and confidentiality; displaying discretion in discussing customer information; obtaining proper information and paperwork to complete transactions; following bank policies and regulations.

## **Qualifications**

- A bachelor's degree is preferred and at least five years previous loan administration or mortgage loan administration experience.
- Understanding of mortgage lending regulatory requirements.
- Experience with Encompass and the FHLB's Mortgage Partnership Finance Program.
- Ability to work independently.
- Desire to learn and grow in their career.
- Strong work ethic.
- Able to multi-task and have several projects going on at one time.
- Team player.

For consideration, please complete and return an application to Bank Of The Plains 1900 South Ohio Street, Salina, KS or forward your resume by email to:

[hr@bankoftheplains.com](mailto:hr@bankoftheplains.com)

Or visit [www.bankoftheplains.com](http://www.bankoftheplains.com) About Us/Careers

Bank Of The Plains is an Equal Opportunity Employer.