



## **Residential Lending Mortgage Processor**

Westloop | Manhattan, KS

**Schedule:** Full-Time

**Reports to:** VP, Residential Lending

For over 50 years, KS StateBank has balanced home-town banking values with a respected nation-wide presence. Across all departments, our employees are focused on creating positive experiences for our clients by providing incomparable knowledge, outstanding solutions, and exemplary service. Our focus isn't just on our clients; at KS StateBank, we also strive to achieve mutual investment in our employees for long-term organizational and personal success.

As a Residential Lending Mortgage Processor, you will assist with obtaining client financial documentation and collaborate with investor processing centers and Realtors. Responsibilities also include ensuring documentation is complete, accurate, verified and complies with company policy, coordinating closing documentation and appointments with title companies, and compile and maintain pipeline reports.

An associates or undergraduate degree is preferred for this positions along with one to two years of residential lending processing experience. Experience working with Encompass and Smartsheet is a plus. Other important abilities include knowledge of mortgage guidelines and regulations, professional communications skills, and the ability to prioritize your workload while managing and meeting multiple deadlines.

**Pay start at \$19.24 to \$21.64 per hour.**

**Employee benefits include 401k, health, dental and vision insurance and paid time off.**

**If this position sounds like a good fit for you,  
visit [ksstate.bank/careers](https://ksstate.bank/careers) to view the full job description and apply.**

**We look forward to meeting you!**