



## 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 work closely with our Vice President, Residential Lending and contribute to the growth of our Residential Lending department. You will also work with Realtors, investor processing centers and title companies to comply with required documentation for residential real estate first mortgage loans. Additional responsibilities 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 position 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.

**We anticipate a starting salary of \$40,000 to \$45,000 per year based on experience. 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!**