



**BANKERS' BANK**  
OF KANSAS

# WE ARE GROWING!

## CREDIT ADMINISTRATION OFFICER

*The Credit Administration Officer is responsible for loan operations within the lending department focused on documentation preparation, quality control of loan servicing, managing post-closing functions, and assisting lenders with portfolio management and customer engagement. This role supervises loan operations staff and assists with executing the operational strategic initiatives of the department.*

## REQUIREMENTS

- Effective communication skills with the ability to convey information, ideas, and thoughts in a clear and professional manner.
- Maintains a high level of professionalism, demonstrating a positive and constructive attitude even in challenging situations.
- Prioritizes the needs and satisfaction of customers and staff, aiming to provide excellent service and build lasting relationships.
- Consistently displays a strong sense of responsibility in their work with high attention to detail and the ability remain organized while managing multiple priorities to complete work in a timely manner.
- A self-starter with a high degree of initiative, planning work and carrying out tasks without detailed instructions.
- Flexibility to perform a wide variety of tasks with the capability to change focus quickly as demands change, transitioning from task to task effectively.
- Knowledge of lending operations and an understanding of the loan documentation required to adequately perfect the Bank's security interest.
- At least 10 years of experience in loan operations and at least 5yrs in loan documentation.
- Knowledge of and compliance with all applicable rules and regulations relating to loans, including but not limited to, Gramm-Leach-Bliley, BSA/AML, Reg Z, Reg B, RESPA, and Flood Determinations. Training on all rules and regulations will be ongoing.
- Knowledge of computer applications and regular business machines including Microsoft Word, Excel, 10-key, and typewriter.

## ABOUT US

Bankers' Bank of Kansas is as a dedicated partner, not a competitor, to community banks. Founded on October 5, 1988, Bankers' Bank of Kansas began with 31 banks, investing \$1.5 million in capital and surplus. Our equity capital now exceeds our first day total assets. Today, as one of 12 bankers' banks nationwide, Bankers' Bank of Kansas has over 180 shareholders and proudly offers correspondent services to over 90% of banks across Kansas. This growth reflects our ongoing commitment to the vision of Bankers' Bank of Kansas: to thrive as community banking and our marketplace evolves.

## BENEFITS

Medical / Dental / Vision Plan Coverage, Flexible Spending Accounts (FSA) / Health Savings Accounts (HSA), 401(k), Profit Sharing, Life and AD&D Insurance, Disability Insurance, and Employee Assistance Program

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