



BANK OF THE PLAINS

Loan Operations Specialist – Salina, KS

Bank Of The Plains is seeking a Loan Operations Specialist at our Salina location. This position will be responsible for all aspects of the Loan Operations Department, including loan servicing, for consumer and commercial loans and quality control. This position will assist lending staff with all loan operation's needs, among other loan operational duties. We are seeking a self-motivated, dependable, detail-oriented individual with strong bookkeeping skills. Previous loan operations experience preferred but not required.

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, 401K Plan, Paid Vacation, Paid Holidays, Volunteer time, and an Employee Assistance Program.

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

1. Responsible to assist with Booking (onboard to Silverlake) of all new and renewed loans, including all extensions and modifications for all loan types.
2. Responsible to assist with Processing Escrow Analysis and Disbursements as needed.
3. Responsible to assist with processing of all ACH Returns, ACH-AFT setup, and maintenance.
4. Responsible to assist with work all daily/monthly/quarterly/annual reports as assigned.
5. Responsible to assist with balancing all bought and sold Participation Loans as needed.
6. Responsible to assist with all Loan Maintenance or verification of maintenance for all loan types.
7. Responsible to assist with quoting loan payoffs for all loan types.
8. Responsible to assist with the processing all loan payments and advances for all loan types. This is to include advances for Mortgage Construction Draw Requests and Participation payments and advances.
9. Responsible to assist with updates to all Daily Rate Changes and maintaining the rate tables in the Silverlake system.
10. Responsible to assist with printing and mailing daily Notices, such as Past Due, Financial Statement Due, Insurance Notices.
11. Responsible to assist with PMI Tracking and monthly reporting.
12. Responsible to assist with imaging loan documentation associated with all loan servicing processes.
13. Responsible to assist with Quality control review and exception tracking for all Consumer Loans. This tracking includes documentation related to all perfection items and insurance.
14. Responsible to assist with Imaging of all loan documentation for new, renewed, extended, and modified loans. This includes all loan types (Commercial, Consumer, Ag, 1st Mortgage RE)
15. Responsible to assist with Imaging of all items submitted to Loan Trailing Documents such as exception clearing items.
16. Responsible to assist with Imaging of all paper files submitted (original closing packets).



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Bank Of The Plains is an Equal Opportunity Employer.

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

hr@bankoftheplains.com

Or visit www.bankoftheplains.com About Us/Careers