



BANK OF THE PLAINS

Mortgage Division & Credit Administration Manager – Salina, KS

Bank Of The Plains has a career opportunity for a Mortgage Division & Credit Administration Manager. As we grow, we are looking for bright experienced individuals to join our team. This position would be located at our Salina, KS location. The position would be responsible for overseeing and managing the mortgage loan division from the application to closing phase to ensure that the bank is compliant with all investors, regulatory, and bank policies. Any other credit administration duties assigned.

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.

- Oversee all aspects of the Bank's mortgage lending activities, including production, operations, secondary marketing, monitoring the quality control submissions and reporting, and compliance.
- Understand and assist with processing all Consumer Mortgage Loans. This includes all 1st Mortgage, 2nd Mortgage, Bridge, Construction and HELOC loans.
- Perform all mortgage pre-close documentation reviews.
- Achieve the mortgage division's financial performance and profitability goals.
- Collaborate with the Chief Credit 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.
- Administrator for Encompass software.
- Manage the content of the Mortgage website.
- Manage all mortgage 3rd party relationships.
- Manage the online application processes and assign applications to lenders as needed.
- Ensure mortgage lending coverage for all branch locations.
- Establish an ongoing and effective training program.
- Develop strategic initiatives and strategic relationships to expand the Bank's mortgage lending activities.
- Interact with Bank officers and employees for any cross-selling opportunities.
- Ensures compliance with all applicable laws and regulations.
- Expected to be fully cross training in credit administration functions.
- 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.

Qualifications

- A bachelor's degree is preferred and at least five years' previous loan administration or mortgage loan administration experience.
- Experience with Encompass and the FHLB's Mortgage Partnership Finance Program is a plus.

- Strong work ethic.
- Able to multi-task and have several projects going on at one time.
- Team player.

For consideration, please submit a resume to Bank Of The Plains 1000 Adams St. Great Bend, KS 67530 or forward your resume by email to:

hr@bankoftheplains.com

Or visit www.bankoftheplains.com About Us/Careers

Bank Of The Plains is an Equal Opportunity Employer.