



Job Title: Loan Administration Assistant | Department: Regional Loan Administration

If you are someone wanting to make a difference in the communities that we serve and join the strongest large bank in Kansas City, then Security Bank of Kansas City has a career for you. In addition to our compensation and benefits packages, Security Bank offers full-time employees 11 paid holidays, rewarding and challenging growth opportunities, generous paid time off and discounted banking services.

Position Summary

*The **Loan Administration Assistant** provides comprehensive administrative, clerical, and operational support to Loan Officers within the Commercial Banking department. This role is responsible for supporting complex loan transactions, delivering high-quality customer service, and ensuring loan documentation, processing, and post-closing activities are completed accurately, timely, and in compliance with internal policies and regulatory requirements.*

Essential Duties & Responsibilities

The duties include but are not limited to the following:

- Partner with lenders to prepare loan requests
- Obtain credit bureau reports and other required credit information, as needed
- Obtain, review, organize, and maintain required loan documentation, including title commitments, settlement statements, vehicle titles, insurance, flood certifications, and related documents
- Coordinate with LaserPro Documentation Support to obtain loan documents
- Review and verify loan documentation for accuracy, completeness, and consistency prior to closing
- Print checks, process loan payoffs, forward documents for recording, and file Notices of Liens and UCC filings
- Verify Silverlake loan input for accuracy, including collateral tracking data
- Establish, organize, and maintain complete and accurate loan and credit files in accordance with bank standards
- Review documents uploaded to Synergy for accuracy and completeness
- Monitor collateral tracking and follow up on exceptions to ensure timely resolution
- Process construction loan draws and review disbursements against approved budgets
- Responsible for verifying wire transfer requests and accurately entering wires.
- Provide customer service support in person and by phone, including:

- Processing borrower loan payments
- Advancing funds in accordance with lender and borrower instructions
- Ensure ongoing loan file maintenance and documentation integrity
- Complete third-party loan verifications, as requested
- Prepare and update Customer Information Files (CIFs) for loan presentations, as needed
- Prepare lien releases, deeds of release, mortgages, and related documentation
- Prepare payoff letters, correspondence, and other written communications
- Process payments for third-party invoices, including title companies and appraisal firms

Required Skills & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Technical & Lending Expertise

- Working knowledge of Commercial & Industrial (C&I) lending, including loan structures, collateral types, borrowing base certificates, financial covenant monitoring, and tickler tracking.
- Working knowledge of Commercial Real Estate (CRE) lending, including construction, term, and development loans; rent rolls; cash-flow analysis; and key documentation requirements.
- Ability to review and validate loan documentation (notes, credit agreements, guarantees, UCC filings, title policies, appraisals, environmental reports, etc.).
- Experience using loan origination and loan origination systems.
- General understanding of applicable regulatory requirements (OCC, FDIC, fair lending, BSA/AML impacts on lending) as they apply to C&I and CRE portfolios.

Analytical & Administrative Skills

- Strong attention to detail for tracking ticklers, exceptions, insurance, financials, covenant testing, and maturity dates.
- Ability to audit loan file files, maintain digital records, and ensure documentation completeness.
- Experience supporting collateral perfection activities, including UCC filings, continuations, releases, titles, and insurance verification.

Systems & Technology

- Proficiency in Microsoft Office (Excel, Outlook, Word) and familiarity with loan management/LOS systems.
- Ability to adapt quickly to new software tools related to loan processing, imaging, and workflow management.

Communication & Collaboration

- Strong communication skills for coordinating with lenders, credit officers, loan operations, customers, and third-party vendors (title companies, appraisers, attorneys).
- Ability to interpret lender instructions and ensure accurate execution of loan-related tasks.
- Demonstrated professionalism and discretion in handling confidential customer and financial information.

Work Style & Competencies

- Strong organizational skills with high degree of accuracy, organization, and follow-through.
- Ability to manage multiple loans, priorities, and deadlines in a fast-paced environment.
- Effective problem-solving skills with the ability to identify issues and recommend solutions.
- Team-oriented with flexibility to assist across lending areas (C&I and CRE) as needed
- In addition to possessing the skills necessary to perform the job, the employee must be willing and able to demonstrate these skills by coming to work on a daily basis, as scheduled.

Minimum Education & Experience

- High School diploma or GED required
- A minimum of seven (7) years of relevant experience in lending, loan, administration, or banking

Physical Demands & Work Environment

The physical demands and work environmental characteristics described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands:** While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The general level of physical activity would be defined as sedentary. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms, and wrists may involve repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Regular attendance and punctuality are necessary and essential functions.
- **Cognitive/Mental Requirements:** While performing the duties of this job, the employee is required to comprehend and use basic language, either written or spoken, to communicate information and ideas, both simple and complex. The employee is also required to use logic to define problems, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations; also requires use of problem-solving skills including formulating and applying appropriate course of action for routine or familiar situations. The employee may be required to perform numerical operations including basic counting, adding, subtracting, multiplying and dividing or more complex quantitative calculations.
- **Work Environment:** While performing the duties of this job, the employee is inside a central heat and air-conditioned office building. The noise level in the work environment is minimal.

Other Information:

Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to this job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required.

Accommodations will be made to allow for meeting requirements when it does not place an "undue hardship" on Security Bank of Kansas City.

Security Bank of Kansas City is an Equal Opportunity / Affirmative Action employer.

<https://recruiting.paylocity.com/recruiting/jobs/All/4c1d6cad-565c-4712-be98-6974fa8cc6d6/Security-Bank-of-Kansas-City>