

# First Bank of Highland Park

<b>Date</b>	5-3-2019	<b>Requisition Number</b>	2019 - 14
<b>Position</b>	Loan Documentation Officer		
<b>Department</b>	Loan Operations		
<b>Reports To</b>	Vice President/Loan Operations		
<b>Basic Function</b>	Prepare consumer and commercial loan documentation in compliance with both federal and state regulations and the bank's internal loan policy.		
<b>Essential Duties</b>	<ol style="list-style-type: none"> <li>1. Work with retail and/or commercial Lenders as well as the Loan Operations team members to ensure all necessary information has been obtained to document both consumer and commercial loans <ul style="list-style-type: none"> <li>• Prepare commercial &amp; consumer loan documents on LaserPro</li> <li>• Complete compliance checklists relating to said documents</li> <li>• Update Pre and Post closing checklists</li> <li>• Review attorney prepared documents pre and post-closing</li> <li>• Coordinate loan closing with title companies</li> <li>• Review for all HMDA reportable loans and applications</li> <li>• Review and maintain LaserPro updates</li> </ul> </li> <li>2. Perform additional Loan Operational duties such as: <ul style="list-style-type: none"> <li>• Prepare and/or review Directors Loan Committee &amp; Board reports</li> <li>• Prepare reports for Senior Management</li> <li>• Quarterly update &amp; annual submission of CRA information on FFIEC program</li> <li>• Annual submission of HMDA information on FFIEC program</li> <li>• Assist in obtaining information for internal &amp; external audits</li> <li>• Research &amp; follow departmental procedures in connection with credit report disputes</li> <li>• Assist in developing or updating existing operational procedures</li> </ul> </li> <li>3. Attend meetings &amp; member committees: <ul style="list-style-type: none"> <li>• Departmental meetings relating to loan operations, commercial &amp; retail lending</li> <li>• Officer meetings</li> </ul> </li> </ol> <p><b>NONESSENTIAL DUTIES</b></p> <ul style="list-style-type: none"> <li>• Other duties as assigned</li> </ul>		
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Detail oriented</li> <li>• Strong knowledge of bank regulations &amp; compliance</li> <li>• Knowledge of accepted business accounting principles</li> <li>• Good problem solving skills</li> </ul>		
<b>Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>• High school diploma or GED</li> <li>• 7-10 years banking experience</li> <li>• 5-7 years loan operations experience</li> <li>• Additional training/education in loan documentation and compliance</li> <li>• Microsoft proficiency</li> <li>• Fiserv application helpful</li> <li>• LaserPro required</li> <li>• Paralegal helpful</li> <li>• College degree helpful</li> </ul>		

# Website Job Posting

<p><b><i>To Apply: Send email with attached resume to <u>careers@firstbankhp.com</u>. Please reference Job Code 2019 – 14.</i></b></p>	