

First Bank of Highland Park

Date	11-20-2019	Requisition Number	2019 - 36
Position	Loan Operations Representative		
Department	Loan Operations		
Reports To	Vice President/Loan Operations		
Basic Function	Provide support to the Bank's loan function by reviewing new/renewed loans; reviewing loan advances, payments and rate changes; and processing paid loans.		
Essential Duties	<ol style="list-style-type: none"> 1. Perform basic loan servicing functions for a variety of loan types (Commercial Real Estate; Commercial and Industrial; Consumer) <ul style="list-style-type: none"> • Apply payments and advances to loans • Act as servicing agent for participated/syndicated loan transactions • Perform servicing for troubled loans, i.e. non-accruals, OREO and charge-offs • Pay invoices • Pay assessment fees for Residential Condominium Loans • Pay real estate taxes • Process paid loans <ul style="list-style-type: none"> ○ Prepare payoff letters ○ Prepare release deed if necessary and send for recording 2. Review new and renewed loans <ul style="list-style-type: none"> • Review new and/or renewed loans on the Fiserv system against boarding data • Responsible for maintaining original loan documents and files in the collateral vault 3. Answer client inquiries regarding loan balance, transactions & payoffs <ul style="list-style-type: none"> • Transfer money between accounts • Prepare wire transfer requests • Research and correct errors 4. Audit data entry of new and renewed loans <ul style="list-style-type: none"> • Perform maintenance as needed • Scan key loan documents 5. Audit all previous day's servicing activity <ul style="list-style-type: none"> • Correct errors as found • Perform reconciliation process for GL accounts 6. Monitor hazard and flood insurance <ul style="list-style-type: none"> • Contact agents/borrowers to obtain current certificate of insurance • Update weekly insurance tickler report • Add lapsed insurance coverage to force placed insurance program 7. Perform additional departmental duties such as: <ul style="list-style-type: none"> • Order credit reports, title work and/or flood searches • Assist with Board reports • Update Procedures • Input CRA/HMDA information into the FFIEC CRA/HMDA data entry software • Assist in the processing of construction draws 		

Website Job Posting

	<ul style="list-style-type: none"> • Update collateral & insurance report • Prepare Subordinations of lien • Provide notary services • Monthly insurance monitoring • Monthly available commitment report monitoring • Collateral maintenance for tax certificates secured loans • Review daily reports • Update loans secured by stock/bonds/investment accounts report • Input Customer Due Diligence and Beneficial Ownership information into BAM+ <p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Other duties as assigned
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Detail oriented • Basic accounting knowledge • Strong knowledge in Bank Loan Operations • Working knowledge of Bank regulations • Servicing experience for CRE and C&I lending preferred
Training & Experience	<ul style="list-style-type: none"> • High School diploma or GED • 3-5 years banking experience • Microsoft proficiency • Fiserv application experience • College degree helpful
<p><i>To Apply: Send email with attached resume to careers@firstbankhp.com. Please reference Job Code 2019 – 36.</i></p>	