

First Bank of Highland Park

Date	2-5-2020	Requisition Number	2020 - 04
Position	Loan Operations Compliance Officer		
Department	Loan Operations		
Reports To	Vice President/Loan Operations		
Basic Function	Responsible for reviewing/monitoring policy development, legal compliance and procedural functions within the loan operations department.		
Essential Duties	<ol style="list-style-type: none"> 1. Responsible for monitoring all Loan Operations policies and procedures to maintain compliance with the Bank's Compliance Management System and banking regulations. This monitoring includes: <ul style="list-style-type: none"> • HMDA – Monthly • Flood – Monthly • CRA – Monthly • Pre-Loan Closing Documentation Review – Monthly • Official Check Audit – Monthly • TDR Monitoring – Monthly • Paid Loans - Monthly • Credit reports – Monthly • Holds on CD/Savings – Monthly • Adverse Action Notices – Monthly 2. Responsible for compliance duties such as: <ul style="list-style-type: none"> • Monitor annual compliance calendar • Work with VP/Loan Operations to ensure all deadlines are met for new and existing compliance regulations • Develop new policies, procedures and/or checklists when necessary. • Verify all specification changes to Laser Pro, Fiserv, etc., are completed accurately. 3. 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"> • Pre-Close Documentation Review: Review file information and Commercial and Consumer LaserPro and/or Attorney loan documents prior to loan closing to determine that all required information has been received and loan documents are accurate and in compliance with regulations and Bank policies. The Specialist is responsible for deciding whether all facets of a loan closing comply with regulations and Bank policies so that loan documents can be released for Client signature. • Post-Loan Closing Review: Review executed Commercial and Consumer LaserPro and/or Attorney prepared loan documents and loan boarding data to verify: completion of all required checklists; receipt of properly executed loan documents; submission of documents for recording; and accuracy of data to be entered on the loan system. 4. Responsible for loan operations policy/procedural duties such as: <ul style="list-style-type: none"> • Developing written policies and/or procedures as required, as well as updating current policies and/or procedures on an annual basis • Maintaining and updating the loan operations procedures manual 		

Website Job Posting

	<p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Other duties as assigned
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Ability to work under pressure and multi-task • Ability to interpret regulations and laws and disseminate information • Strong verbal and written communication skills • Strong knowledge of loan operation regulations • Detail oriented and organized
Training & Experience	<ul style="list-style-type: none"> • High School diploma or GED • 5 - 10 years banking • 5 years in loan compliance desirable • Microsoft proficiency • Laser Pro experience • Fiserv application experience • College degree helpful
<p><i>To Apply: Send email with attached resume to careers@firstbankhp.com. Please reference Job Code 2020 - 04.</i></p>	