

NOTICE OF JOB OPENING

Loan Operations, Processing and Servicing Department
Coldwater Main Office

Position: Loan Input Specialist

Department Mission Statement:

To meet and anticipate the needs of the commercial, consumer, and real estate lending functions by providing innovative and cost-effective services and solutions.

Responsibilities:

- Input and verification of new loans and renewals
- Input and verification of file maintenance related to loans
- Resolve non-post and exception items including the ability to resolve any posting or ticket errors
- Report distribution and monitoring
- Originate and control ACH transactions for loan accounts
- Understand loan system specifications and assist with management review of specifications
- Create reports for all loan departments and update when necessary
- Provide strong intra-bank support to adhere to Mission Statement
- Review of reports that come throughout the month
- Management of internal forms and reports related to loans
- Keep in contact with loan officers relating to delinquent or bankrupt loans

Qualifications:

- Ability to work well with others, maintain a teamwork attitude, and work independently without direct supervision
- Strong problem solving, organizational, and interpersonal skills
- Ability to fulfill responsibilities accurately, efficiently and professionally
- Knowledge of Fiserv Premier Navigator and Director is desirable, but not required for the right candidate
- Great attention to detail is required

Note: This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as assigned.