



Commercial Loan Processor

June 2020

Position Title: Commercial Loan Processor
Reports to: Commercial Underwriter
Category: Non-Exempt
Status: Regular Full-Time

Position summary:

Commercial Loan Processor will be responsible for the timely processing of all incoming business loan, SBA, owner and non-owner occupied commercial real estate applications. This individual will also be responsible for the preparation of commercial loan documentation, loan closings and portfolio management. The Commercial Loan Processor will work closely with branch personnel, lending staff, and members to ensure timely and accurate financial reporting as well as assist in the preparation and distribution of department and portfolio reporting.

Tasks:

Responsibilities include, but are not limited to the following:

- Utilizing various software and internet applications, input credit applicant information to obtain business and consumer credit reports, OFAC searches, lien searches, and entity status.
- Obtains applicant's documentation for review and reporting including:
 - Applicant's legal entity formation documents (corporation, limited liability company, etc.).
 - Financial statements (bank statements, schedule of real estate, verification of deposits).
 - Federal tax returns and Schedule K-1's.
 - Insurance certificates for property and liability insurance.
- Order other required information to assimilate package for appropriate credit decisions by a lending officer to include preliminary title reports, property and equipment appraisals, phase one environmental questionnaire (or Phase I environmental reports), account receivable and inventory borrowing base certificate and SBA submission forms.
- Ensure all processing timelines are met and maintain active communication with branch personnel regarding application status. Work with tbranch personnel and applicants /members to gather the required information.
- Responsible for obtaining and reviewing all entity documentation, determining required signatories per the defined entity documents, and ensuring documents are prepared and appropriately executed to be a legally binding document.
- Prepare loan documents with the appropriate structure, covenants, conditions, and language with the utmost accuracy. Ensure timely delivery of documents to branches and/or commercial lender. On occasion work with outside counsel on loan documentation.
- Ensure that all loan structures and documents follow and adhere to regulatory requirements and provide lender security.



- Coordinate loan closing with branch personnel, lenders and members. Ensure all loan closings and bookings are completed timely and adhere to all the closing conditions.
- Prepare loan boarding package including closing checklist, boarding worksheet, wire transfer, and other forms necessary for closing and boarding.
- Create and maintain credit files and post-closing financial monitoring files. Ensure all post-closing searches and required documentation is complete.
- Manage and maintain a monthly tickler report. Work with members and lending staff to ensure the timely collection of monthly financials, borrowing base certificates and other tickler items.
- Act as a liaison between lending officers and branch personnel. Maintain and cultivate positive professional relationships with the branches. Assist in branch training meetings as required.
- Manage maturing loan report, review loan files to determine financial information needed for a renewal, prepare renewal letters, and follow up with members and/or branch personnel to ensure timely collection of the renewal package.
- Prepare monthly pipeline, tracking, production, application, and adverse action reports. Responsible for the preparation, accuracy and regulatory timing requirements for adverse action notices.
- Assist lending officers with member contact in person and via phone. Participate in client calls and/or loan signings, as necessary.
- Assist with internal and external examinations and audits as requested.
- Provide notary services to internal and external members.
- Basic review and evaluation of business and personal financial statements, tax returns, credit reports, and collateral schedules.

Basic Qualifications:

- Proficient computer skills with working knowledge of Microsoft Office products including Word, Excel, and Outlook and system products including Encompass, Sageworks, Symitar, Synapsys, Synergy and Meridian Link.
- Maintain current knowledge of all federal and state laws and regulations along with Tidemark Federal Credit Union policies and procedures.
- Good verbal and written communication skills.
- Strong attention to detail and organization.
- Must perform daily duties with an awareness of time management, efficiency, and preservations of the company assets and resources. Periodic lifting of up to thirty-five pounds may be required.
- Bending, squatting, twisting, kneeling and reaching above and below the shoulder may be required.



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Preferred Skills/Experience:

- At least three years' experience in Business loan processing and documentation.
- Notary License.
- A four-year college degree would be a plus; high school diploma or equivalent required.
- Thorough knowledge of TFCU's products and service.

X _____
Employee Signature

Date

X _____
Manager Signature

Date