

# Loan Administrator

SECURITY BANK & TRUST COMPANY  
Waconia, MN



Security Bank & Trust Co. is seeking a Full Time Loan Administrator to join our Waconia lending team. The ideal candidate will provide support to the lending department by maintaining organized and complete loan files, performing a variety of loan department administrative duties, and providing daily support to lenders, bank staff and customers. This position works to ensure lending compliance with loan policy and bank regulations.

The position has a considerable amount of contact with lenders in addition to communicating with customers, appraisers, insurance agents, and title companies. Requires the ability to organize and prioritize job duties. Loan administration or banking experience is preferred. Accuracy is critical in all aspects of the job.

## Tasks Associated with Loan Administrator Position

- Organize and maintain credit files
- Order commercial and consumer loan documents, book closed loans, disburse funds.
- Perfecting collateral
- Establish and maintain system ticklers as they pertain to insurance, mortgages, UCC, lien cards and financial information
- Participation loan administration and accounting
- Process paid notes and the release of collateral
- Review and print customer payment/billing notices and statements
- Prepare and send adverse action notices
- Complete payoff requests
- Order appraisals, title work, lien searches, etc.
- Receive and process loan payments
- Review daily system generated reports
- Complete monthly reporting
- Must be knowledgeable of all aspects of loan documentation, understanding legal entities and loan documents such as Notes, Security Instruments, Loan Agreements, etc.
- Obtain all due diligence and maintain files with the necessary follow up, to ensure the file is complete and closed in an accurate and timely manner.
- Must develop a clear understanding of current and changing government regulations and bank policies as it relates to duties performed.
- Answer the telephone promptly and courteously and handle customer and lender inquiries, requests, and correspondence.
- Use Microsoft Excel to create and maintain spreadsheets as directed.
- Have a working knowledge of the Bank's loan & deposit products.
- Must already be or will become a Notary Public
- Undertake special projects relating to departmental services and assume additional responsibilities as requested.

## Skills

- Loan Administration: 2 years (Preferred)
- Detail-oriented – produces high-quality work with a focus on the little things
- Self-starter – recognizes what needs to be done and can complete duties independently
- Comfortable with technology – embraces and quickly picks up new programs
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- High stress tolerance -- thrives in a high-pressure environment