

Northside Community Bank
Loan Processor / Administrative Assistant

Facility: Riverwoods

Job Description

Prepares loan documentation for all loan files while adhering with regulatory, corporate, and departmental policies and procedures. Responsible for booking the loan, including system update and preparing appropriate general ledger entries. Individual will support the job activities of the bank's lending staff.

Principal Duties and Responsibilities

- Process loan documentation, including accounting, data processing and loan reporting in accordance with policies of the department and corporate guidelines
- Monitors all practices used in loan operations and assure data input is properly entered into computer systems in the most effective and efficient manner
- May assist in the preparation of financial data for internal and external reporting
- Review the status of loan tracking system and be able to follow up to assure timely completion
- Sets up and maintains loan files, including memos, documentation, financial statements and any other credit file information
- Handles file maintenance of credit and collateral materials and credit analysis records in accordance with department procedures
- Maintains a working knowledge of current computer programs to perform responsibilities efficiently
- Additional duties may be assigned

Education and training

Not limited to a high school diploma plus 2 years of college or equivalent. One to two years lending experience in banking or financial services. Workshops, seminars, and self study programs with an emphasis in data processing and loan processing helpful.

Contact Information

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Contact:	Courtney Olson
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