

JOB DESCRIPTION

Position: Loan Processor/Administrative Assistant

Facility: Riverwoods/Mundelein

Summary

Prepares loan documentation for all loan files while adhering with regulatory, corporate and departmental policies and procedures. Responsible for booking loans 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 the policies of the department and corporate guidelines.

Review the status of the loan tracking system for documentation exceptions 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.

Education and training

A high school diploma plus 2 years of college or equivalent. Prior experience with loan documentation or loan operations is required.

Workshops, seminars and self-study programs with an emphasis in data processing and loan processing helpful.