



## Job Posting

**Job Title:** Loan Administration Support

**Location:** St Peter or Belle Plaine

**Posting Date:** August 24, 2020

### **Job Summary**

This position is responsible for loan file management; processing loan payments, payoffs, and adjustments; preparing various loan related documents and reports.

### **Primary Duties and Responsibilities**

- Prepare loan related documents and pull supporting reports
- Input new loan and maintenance changes
- Process loan payments, advances, and paid notes
- Distribute daily reports and loan notices
- Order appraisals and evaluations
- Assist in the management of loan files and tickler lists
- Complete various month-end reports
- Willingness to work in multiple locations, as needed
- Performs other tasks as required or assigned

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### **Qualifications**

#### Education/Experience

- High School diploma or equivalent and Associates degree in related field preferred
- Prior bank experience in loan department is preferred

#### Knowledge, Skills, and Abilities

- Computer skills necessary to operate software programs used within the department
- Problem solving and analytical skills to resolve issues in the department
- Knowledge of loan documentation, procedures, and regulations
- Ability to work to work independently

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