



Job Posting

Job Title: Loan Administration Support

Position Type: Full Time

Location: Mankato

Posting Date: September 24, 2026

Job Summary:

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

Primary Duties and Responsibilities:

- Prepare loan related documents
- Input new loan and maintenance changes in the servicing system
- Scan and upload loan documents to electronic loan files
- Complete new note audits
- Process loan payments, advances, and paid notes
- Run transactions to activate new loans and disburse fees
- Balance accounts and general ledgers
- Assist in the management of loan files and tickler lists
- Perform various servicing functions for existing loans
- Distribute daily reports and loan notices
- Complete various month-end, quarter-end, and annual reports
- Help lenders and loan customers with loan-related questions and inquiries
- Follow established processes and procedures
- Perform other tasks as required or assigned

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 independently

Salary Range: \$21.00 – 30.00 per hour depending on years of experience and credentials

Benefits:

- PTO
- Health, dental, and vision insurance
- HSA match program
- Disability Insurance
- Life Insurance
- 401 (k) match program
- Paid holidays

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