

LIBERTY BANK

POSITION DESCRIPTION

TITLE:	Loan Coordinator		
FLSA:	Non-Exempt		
SEGMENT:	Credit Administration	LOCATION:	Poulsbo WA
CATEGORY:	Full Time	REPORTS TO:	Chief Credit Officer or delegate
SHIFT:	Monday-Friday: 8:00am–5:00pm	DATE:	January 4, 2024

SUMMARY

The Loan Coordinator will provide exceptional service to both external and internal customers by consistently meeting and exceeding the customer's expectations. This position works closely with the Bank's Relationship Managers, Analysts and Loan Servicing Team.

The position is responsible for the timely and accurate processing of commercial, consumer and residential loan transactions, including but not limited to reviewing loan application and documentation for completeness, accurately preparing required loan disclosures documents, assisting Relationship Managers with file set up to allow for timely underwriting while ensuring all loan documents/files are accurately prepared in accordance with Bank policy/procedures/approvals and in compliance with all guidelines and regulatory requirements, while providing exceptional customer service support.

A successful candidate will assist the Relationship Managers with the workflow of the file throughout the lending process. Tasks include working closely with Relationship Managers, assist with customer inquiries, working with loan software and document management system, communicating with title companies and other 3rd party vendors, and conducting loan closings, as needed. This individual will assist with frequent report monitoring/preparation that includes processing tickler and covenant items, facilitates line/loan advances, construction draws and pay downs in coordination with other credit admin staff.

Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations, including BSA/AML.

ESSENTIAL DUTIES

- Assists Relationship Managers in gathering data from loan prospects, customers, internal and external sources; uses loan software to contact customers and prospects for additional information and clarification of data, enter client information and assist with loan processing.
- Assists Relationship Managers in coordinating processing of approved loans and pending loans; assist with timely disclosures, ensures loans are processed according to agreement (such as tickler and covenant tracking), customer needs, and conform to Bank lending policies; obtains sufficient information and/or documentation from customers; solves problems relative to processing and servicing of loans.
- Proactively communicates with Relationship Managers when up-to-date financial statements are needed for commercial accounts; ensures credit inquires, titles and UCC filings are reviewed to determine credit worthiness and appropriate collateral positioning are achieved.
- Request payoff quotes for new and existing loans in a timely manner, allowing the Bank to secure the proper collateral position at closing.
- Assist Relationship Managers in the review and renewal of credit facilities; provides back-up support.

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- Order, review and assist in clearing any issues with title insurance, flood certificates, insurance, UCC, various environmental reports, appraisal, and evaluation reports to facilitate timely loan closings.
- Checks pledged assets/collateral as requested by loan officers.
- Assists with monitoring and prioritizing of the loan review function, ensuring all tasks are accomplished timely in order to meet closing deadlines.
- Assists Relationship Managers in verification of funds with mortgage companies and contractors.
- Set up and maintain credit financial statement files in loan software as well as work loan files within software.
- Understands loan policy and operates within policy guidelines.
- Reinforces the application of superior customer service through his or her own example along with appropriate follow through with involved customers and employees.
- Operates computer/laptop to obtain and process data.
- Answers telephones, answers questions, and directs callers to proper Bank personnel.
- May represent the Bank in various community, civic, and community reinvestment functions to further enhance the Bank's image and develop additional business.
- Treats people with respect; keeps commitments; Inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.
- Demonstrates knowledge of and adherence to EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes working environment free of harassment of any type; builds a diverse workforce and supports affirmative action.
- Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

SECONDARY DUTIES

The Loan Coordinator position performs duties specific to the position and other functions as assigned.

SUPERVISORY RESPONSIBILITY

This position is not responsible for the supervision of any employee(s).

ENVIRONMENT AND PHYSICAL ACTIVITY

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. The position may include driving a Bank or personal owned vehicle approximately 10% of the time which includes exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts, etc.

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The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to 50 pounds), driving, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

The incumbent for this position may operate any or all of the following: telephone, cellular telephone, copy and fax machines, adding machine (calculator), computer terminal, laptop and related printers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, working electronically, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, training, and multiple concurrent tasks.

MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Associate degree (AA) or equivalent from a college or technical school; or related experience and/or training; or the equivalent combination of education and experience. Educational experience, through in-house training sessions, formal school, or financial industry related curriculum, should be business or financial industry related.
- Loan Coordinator experience preferred (processing for commercial, consumer and residential loans); willing to train enthusiastic candidate.
- Basic knowledge of commercial, construction, real estate, and consumer loan processing, tracking and documentation.
- Ability to read, analyze and interpret general business periodicals, professional journals, and technical procedures.
- Proficiency with MS Office products including Word, Excel, and Office365.
- Ability to effectively present information and respond to questions from employees, management, clients, and general public.
- Basic familiarity and understanding of consumer and commercial loan documentation, collateral perfection, title insurance, UCC filing, compliance requirements, lending policies and procedures, and loan/funding terminology.
- Basic knowledge of related state and federal loan regulations and other Bank lending policies.
- Basic key entry / typing skills to meet production needs of the position.

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- Basic math skills; calculate interest, commissions, proportions, and percentages; balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors; compute rate, ratio and percent, including the drafting and interpretation of bar graphs.
- Strong writing, editing, and proofreading skills.
- Effective oral, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, interpret documents, understand procedures, write reports and correspondence, speak clearly to clients and employees.
- Ability to deal with normal problems involving multiple facets and variables in non-standardized situations.
- Excellent organizational and time management skills.
- Ability to work with minimal supervision while performing duties.
- Current Washington driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

These above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management reserves the right to change this position description at any time according to business needs.

We are proud to be an Equal Opportunity Employer.