

South Louisiana Bank

Loan Processor

1362 W Tunnel Blvd., Houma, La 985-851-3434

Hours: Monday-Friday 8am – 5pm

Department: Loan Services Department

Supervisor: Gabrielle Blackburn

Essential duties:

1. Processing commercial and consumer loan documents, providing assistance to loan officers and loan assistants; assembling of documentation for customer loans; ensuring loan files contain accurate and complete documentation; assembling and verifying accuracy of loan documentation; ensuring documents have proper naming, legal descriptions, closing dates, signatures
2. Ensure the booking and funding of loans by reconciling and processing tickets; completing accurate spreadsheets; processing cashier checks; placing holds on savings/CD loans; ensuring refinanced loans are paid off; issuing temp tags
3. Maintain, monitor and distribute monthly reports (i.e.: New Loan Register, New Loan Report)
4. Upload loan data into the bank's core system
5. Scan documents into, organize, and maintain electronic loan documentation database.
6. Ensure accuracy and completeness in all aspects of Loan Files before, during and after closing
7. Assemble and maintain new and paid loan and credit files.
8. Perform all other tasks as assigned.

Qualifications:

- College degree preferred (Accounting or business-related field)
- Extensive computer skills (Microsoft systems, software programs)
- Banking and/or loan services experience preferred

Requirements:

While performing duties, the employee is required to sit, stand, stoop, lift up to 5 pounds & the ability to communicate effectively with others, and may be required to work evenings and/or weekends, attend remote meetings/trainings and/or travel.

In the performance of respective task and duties, the employee is expected to conform to the following:

- Successfully perform quality work within deadlines with or without supervision.
- Interact professionally with other employees, customers and contacts.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to the job at any time.

If you are qualified and wish to be considered for this position, please complete an internal application and return it to the Human Resource Department.

South Louisiana Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.