

South Louisiana Bank

Loan Ops Specialist

1362 W. Tunnel Blvd., Houma, LA (985) 851-3434

Hours: Monday – Friday 8:00am – 5:00pm

Essential duties:

- Request, track, scan, and produce reports for personal and business financial statements and tax returns.
- Manage assigned life insurance policies.
- Prepare workup of a customer's banking relationship using CSI IQ.
- Administer and manage the appraisal process. Engage appraisers and reviewers using You Connect
- Communicate with participating banks to forward necessary financial information.
- Review, manage, and monitor Tickler Reports.
- Re-inscription of Mortgages, Leases & Rents, UCCs and any other miscellaneous documents as needed.
- Review & record documents for Clerk of Court, Office of Motor Vehicles, Dept of Wildlife & Fisheries
- Manage, review, and maintain completed Adverse Action Notices for regulatory compliance.
- Assist department supervisor during examinations, audits, and subpoena requests.
- Preview consumer/commercial loans for accurate documentation prior to closing.
- Review consumer/commercial loans for accurate documentation after closing.
- Ensure escrow is calculated correctly prior to closing.
- Ensure loans have proper amount of initial (flood, hazard) insurance coverage prior to closing.
- Briefly review participation loans purchased, communicating with participating Banks, when needed
- Prepare participation agreements and send necessary loan documentation to participating banks
- Prepare and maintain the monthly reporting of Participations Sold and Purchased.
- Assist in correcting documentation issues, including tracking, reviewing, following up, and filing
- Review mortgage certificates, scan and save all mortgage documents, delete ticklers
- Cross train with other members of the Loan Operations Departments.
- Cross train on the set up and maintenance of CSI's collateral valuation system.
- Perform any additional duties as directed by the department supervisor.

Qualifications:

- Bachelor's or Associate's Degree in Business or related major preferred.
- Extensive computer experience with knowledge of Windows, Microsoft Office, and Adobe.
- Self-starter, quick learner, and possess ability to work with minimal supervision.
- Prior banking experience preferred, particularly in loan administration or lending.

Requirements:

While performing duties the employee is required to sit, stand, stoop, lift up to 20 pounds, 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.

Please contact the Human Resource Department if you meet these requirements and wish to be considered for this position.

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 or national origin.