



Loan Operations Specialist

First State Bank & Trust, Tonganoxie

Excellent opportunity available for a Loan Operations Specialist in Tonganoxie, KS. This position is part of our corporate Operations Department and supports our lenders at our 7 locations in northeast Kansas.

- Prepare all types of loan documents, both Commercial and Retail, in compliance with Bank policy, regulatory guidelines, and sound banking practice. This will include a thorough review of each loan request and supporting documentation, to ensure all necessary information is accurate, appropriate, and in file prior to distribution of loan documents. This will also include a review of all loan documents for accuracy and completeness prior to distribution to lending employees for closing.
- Ensure that all necessary tasks are performed to perfect the Bank's security interest in pledged collateral, such as filing mortgages, filing UCCs, and filing liens on motor vehicles.
- Ensure all loans are uploaded to the Bank's core system according to Bank policy and the terms set forth in the loan documents. Ensure loan proceeds are disbursed accurately and appropriately.
- Assist in accurately scanning, indexing, and/or routing incoming documents. This will also include responsibility for ensuring electronic credit files are maintained and retained in accordance with applicable regulatory requirements and sound banking practice.
- Maintain a current working knowledge of all internal Bank policies and procedures, as well as laws and regulations related to Commercial and Retail lending.
- Perform maintenance on loan accounts on Bank's core system. Reconcile general ledgers and accounts, as needed.
- Research and respond to credit bureau disputes from customers.
- Initiate and maintain a thorough working knowledge of software and equipment utilized by the Loan Operations Department. Assist Loan Operations Manager with review of loan software updates.
- Provide additional assistance to lending employees as needed or requested.

First State Bank & Trust is an independent financial institution headquartered in Tonganoxie, KS. Our Bank has a long history of community service since our original charter in 1934 and that continues today at our locations in Tonganoxie, Basehor, Kansas City, Lawrence, and Perry. Owned by the current group of local stakeholders since 1979, the owners and employees have made a commitment to remain independent and to maintain a spirit of excellence and service. www.firststateks.com

Please e-mail your resume and interest to kathy@firststateks.com

Equal Opportunity Employer