



**Job Title:** Loan Processor  
**Department:** Loans  
**Reports To:** Senior Vice President Chief Business Officer  
Senior Vice President Chief Credit Officer  
**FLSA Status:** Non- Exempt  
**Created By:** Human Resource Department  
**Date:** September 10, 2024

## Loan Processor JOB DESCRIPTION

Responsible for accurately managing real estate, commercial and installment loan documentation through our established systems and reviewing it to ensure it is completed in full and complies with current banking regulations and policies. Review initial loan approval and work with lenders and borrower to gather appropriate documentation. Review loan files to ensure that documentation and approval falls within the established lending guidelines. Communicate with other professionals, including attorneys, county clerks and title companies.

### I / Principal Duties

- Type Loan Documents
    - Ensure documentation is appropriate for that loan type and terms are in compliance with applicable policies or regulations.
  - Review loan files for regulatory compliance and exception tracking.
    - Familiarity with established lending guidelines
  - Ensure a perfected lien position by filing the necessary documents at the county and state levels.
  - Pull and review loan maintenance reports daily, monthly.
  - Attend and participate in weekly loan meetings.
  - Track Insurance for loans.
  - Balance monthly statements including the filing fees account.
  - Maintain existing lien position through continuations of filings.
  - Answer phones.
  - Extract data from Tax Returns and Financial Statements to assist with analysis.
-

---

## II / Job specification of Loan Processor – Loan Processor job description

- Excellent customer service is a must
  - Outstanding phone etiquette
  - Great communication skills for all types of customers
- Proficient at Word & Excel
- Effective written and verbal communication skills
  - Proper grammar and letter writing skills
- Strong computer skills, background ~~including~~including.
  - file transfer and program ~~updates~~updates.
- Strong accounting background/aptitude
- Must be able to multi-task and get projects done ~~efficiently~~efficiently.
- Strong attention to detail
- Ability to prioritize ~~task~~tasks.
- Be able to work in a team-oriented environment and work well with team ~~members~~members.
- Self-Starter
- Strong Problem-Solving Skills
- Basic understanding of legal entity structures, financial statements, and tax returns

## III/ Physical Activities

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and reach with arms. The employee must occasionally lift and /or move 25-30 pounds.

Please Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities, or qualifications may change at any time with or without notice. Questions: see HR Manager or Loan Supervisor.

221 3rd Street • P. O. Box 50 • Rawlins, WY 82301  
(307) 324-2265 (800) 934-4507