

Patriot Bank
Loan Operations Associate

Position: Loan Operations Associate (Processor) Overview: The loan operations processor will ensure that all loan closings meet required documentation and are in accordance with the bank's approval policy guidelines. This position will have various responsibilities within the department. The processor's primary responsibility will be to review all legal documents for accuracy prior to closing; the position will require working closely with the Bank's Attorney, Account Officer and the Lending department. The processor must ensure all legal documents are received in a timely manner from the Attorney and must maintain those documents in an organized fashion, securely stored in the vault. They will also assist in the execution of documenting partial and full releases for paid loans, assignments and subordinations.

Job Description

Primary Responsibilities:

- Performs account maintenance. Loan extensions and modifications.
- Ensures accuracy of security agreement.
- Certify that loans are within policy and are properly approved.
- Maintain legal documents in proper order and secured in the vault.
- Reconcile participation loan balance confirmation monthly.
- Process and reconciles all incoming wires from participation banks and servicer.
- Responsible for the recording of the retail mortgages.
- Creates and maintains escrow in loan accounts.
- Ensures accuracy of escrow payments.

Skills:

- Good organizational and follow-up skills
- Attention to details
- Ability to work without constant supervision
- Pro-active in seeking and learning other departmental functions
- High level customer service
- Team player

Experience:

- Excellent verbal and written communication skills
- Superior computer skills and proficiency with Microsoft Office Education
- Bachelor's degree or equivalent experience within the banking/financial services industry preferably within the areas of loan servicing and operations.

Contact

Please contact Sharissa Ryan at sryan@bankpatriot.com