

# FIRST STATE BANK

**JOB TITLE:** LOAN ADMINISTRATOR

**Department/ Division:** *Loan Operations*

**Reports Directly to:** *Executive Vice President/Chief Credit Officer*

**Prepared by:** *Michael N. Ebie – Executive Vice President & Chief Credit Officer*

**Date Prepared:** Updated August 31, 2011

**Approved by:** *Board of Directors*

**Date Approved:**

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## SUMMARY

- Directly responsible for the daily administration of all loans and related bank accounts.
- Acts as the customer's primary contact for all loan processing including loan funding, collateral management and problem resolution with regards to payments, etc.
- Acts as the Bank's primary focal point for managing and controlling the bank's interests and operational risks in the delivery of the entire bank's loan portfolio.

## JOB REQUIREMENTS

1. This position coordinates the implementation/booking of all new loans and changes to existing loans.
2. Reviews loan docs prior to funding.
3. This involves training customer personnel in loan procedures, verification of internal credit approvals and loan covenants, defining processing requirements associated with product types, terms, allocations, rate structure, fees, and or any special instructions.
4. Initiates changes in the collateral system and desk file.
5. Acts as primary liaison with all customer personnel regarding loan administration.
6. Coordinates all processing and funding activities with other banks participating in loan relationships.
7. Receives and process customer requests for loan advances.
8. Review and certify collateral/document submissions in accordance with the bank's Loan/Operations Policy and Procedures Manual.
9. Initiates appropriate funding actions to fund the loan closing/acquisition per the customer's instructions on the customer specified funding date, normally same day.
10. Safeguards all collateral while in the possession of the Bank.
11. Ensures that collateral inventory is maintained in accordance with the Operations Policy and Procedures Manual including performing monthly collateral audits, utilization of appropriate Trust Receipts and maintenance of an accurate accounting of all such activities on the Loan System.
12. Monitors cash collateral accounts for receipt of purchase proceeds.
13. Verifies loan purchases and performs payoff functions in accordance with the Operations Policy and Procedures Manual.
14. Performs general maintenance of accounts including data input, related report ordering and review, preparation of appropriate forms, maintenance of transaction logs, wire and transfer processing, preparation of balances, and review of aged loans.

# **FIRST STATE BANK**

15. Must be proficient in all core processing platforms, i.e., Phoenix, Crystal Report Writer, etc.
16. Performs all other duties as assigned.

## **PERFORMANCE STANDARDS:**

- Insures Loans are booked within 24 hours of loan closing
- Required reports are provided to management and the Board on a timely basis.
- Assistance is provided to loan officers as needed.
- Loan Operations training is arranged for the Loan Department staff.
- Computer conversion problem resolutions are completed by set date.

## **Secondary Duties and Responsibilities:**

1. Record Minutes of the Loan & Discount Committee Meetings,
2. Other duties as assigned by the Chief Credit Officer

## **SUPERVISORY RESPONSIBILITIES**

- Personnel as assigned.

## **REASONING ABILITY/ ORGANIZATIONAL SKILLS**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must be able to work productively and independently with the ability to prioritize assignments and issues of significance.

## **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual will work in an office environment using computer equipment and will exchange information by telephone and facsimile.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.

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Qualified applicants, please send your resume to Michael N. Ebie, Executive Vice President & Chief Credit Officer

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