

## **Loan Processing Supervisor**

The Gratz Bank – Gratz, PA 17030

The Gratz Bank is seeking a Loan Processing Supervisor (LPS) for its Main Office in Gratz, PA. This is a full time position as a working supervisor whose responsibilities include, but are not limited to, managing the workflow in the Credit Administration Department to ensure adherence to deadlines and accuracy of work, and identify improvements to enhance the departments efficiency. This is a non-exempt position that reports to the Credit Administration Manager. The LPS will assist Credit Administrators with the documentation, data management, and review for all types of loans, consumer and commercial, with accuracy and adherence to regulatory and Bank policy.

### **Responsibilities and Duties**

The LPS will also be responsible for the following:

- Assisting department manager to support overall goals and objectives
- Recommending and assisting in development and implementation of new procedures to enhance the workflow of the department and comply with changing regulations
- Ensuring that loan documents are getting prepared in a timely manner and that all deadlines are met.
- Entering loan data completely and correctly into the loan document processing system, ensuring all required disclosures and documentation generated are accurate and complete.
- Mailing required disclosures and other regulatory notices within the required time frames.
- Updating various reports for tracking and monitoring of items.
- Monitoring and completing routine maintenance of the loan portfolio
- Compiling, reviewing, monitoring, following up and gathering missing file data and documents to ensure that all loan files are complete and in compliance meeting all regulatory and internal guidelines and policies.
- Providing exceptional customer service and timely responses in support of internal and external customers.
- Strictly adhering to all state and federal banking regulations and Bank policies and procedures as stated in the loan policy manual, including confidentiality and security.
- Monitoring and updating insurance requirements, which may include flood, hazard, PMI, etc.
- Scanning loan files and other documents
- Assisting in delinquency collections as needed through mailing letters and phone calls
- Completing all assigned and required training by designated due dates.
- Complying with federal BSA/AML and OFAC regulations and follow internal Bank procedures related to monitoring, processing of transactions and reporting.
- Performing other work as required to accomplish the mission of the organization.

### **Qualifications and Skills**

- Associates Degree or equivalent experience
- 3 or more years of financial institution experience preferred
- 1 or more years of lending or loan processing experience preferred
- Previous supervisory experience preferred
- Effective Communication skills
- Computer skills, including Microsoft Word and Excel applications, and ability to learn software programs is required.
- Detail oriented and able to meet deadlines and to handle multiple tasks simultaneously.
- An ability to work well with others, work independently, and work under minimal supervision in a fast-paced work environment is critical.

The Gratz Bank is an Equal Opportunity- Affirmative Action Employer

Employer offers Competitive Benefits including: 401K, Paid Vacation, Health, Dental, and Vision Insurance.

Interested applicants should forward their resumes to:

The Gratz Bank  
ATTN: Credit Administration Manager  
32 W Market St  
PO Box 159  
Gratz, PA 17030  
Or fax to: 717-365-3902

No phone calls please