

## Loan Review Specialist

**Job Title: Loan Review Specialist**

**EEO Code:**

**Location – Old Monroe**

**Reports To: Loan Administration Officer**

**FSLA Status: Non-Exempt**

**Job Type: Full-Time**

**Department – Loan Documentation**

### Job Description

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Responsible for the final review of all loans to ensure compliance with regulations, internal bank policies, lien perfection, and core system accuracy.

### Skills / Requirements

- Ability to effectively communicate orally and written.
- Knowledge of consumer and commercial loan regulations.
- Knowledge pertaining to lien perfection of all collateral types.
- Knowledge of onboarding and funding loans.
- Other tasks as assigned by manager.

### Competencies

- Able to prioritize daily workflow.
- Ability to professionally and clearly communicate with co-workers.
- Effective verbal and written communication skills
- Skillful in establishing priorities and channeling effort productively
- Demonstrate flexibility, versatility, commitment, good judgment, and ability to be well organized.

### Education and Experience

- Minimum of five years banking experience pertaining to consumer and commercial loans is required.

### Computer Skills

- Skilled in operation of a personal computer, including Microsoft Word, Adobe, and Excel