



## Job Posting

**Position:** Loan Documentation Specialist  
**FLSA Status:** Non-exempt  
**Pay Range:** \$25-30/hour

**Department:** Loan Operations  
**Location:** Hammond  
**Hours Needed:** Monday – Friday, 8:30-5:00

### Position Summary:

Responsible for preparing and processing, and/or reviewing loan documentation for all new loans and loan modifications, ensuring accuracy and compliance of loan documents, and meeting time/date production requirements.

### Job Responsibilities:

- Review loan requests to ensure accurate documentation and information has been provided; pre-closing documents, title commitments, HUDs, Exhibit A's, etc.
- Coordinate closing dates/times with lenders and attorneys
- Prepare loan documents in LaserPro for all types of closings (commercial, consumer, TRID, SBA/USDA, etc)
- Understand and recognize when exceptions to bank policy and procedures are present and address accordingly
- Adhere to BSA and bank policy; state and federal compliance and lending regulations
- Verify collateral and insurances for all loan renewals
- Complete pre- and post-closing checklists to ensure efficacy of loan documentation
- Be available to cross train and assist in other loan operations responsibilities
- Review entity documentation to determine individual authorized to execute documentation
- Order flood determinations and obtain payoffs, as needed
- Review loan documents created by loan assistants and processors for accuracy and completeness, and provide recommendations
- Review documents loaded into Spark and information entered into LaserPro to ensure accurate documentation
- Review SBA/USDA loan documentation
- Prepare loan review checklist to document full findings of review
- Provide Preparer a list of corrections needed, instructions on how to correct errors, and additional information on why the corrections are needed
- Assist customers and/or branch personnel as needed with questions pertaining to loan information
- Consistently support the Bank and its core values
- Follow all policies and procedures
- Additional duties may be assigned by supervisor

### Requirements:

- High school diploma or equivalent
- 2+ years experience with LaserPro
- Knowledge of LaserPro administration
- 2+ years experience in loan operations (specifically loan closing and documentation)
- Knowledge of SBA/USDA lending preferred

- Knowledge of consumer and commercial lending, loan and lien documentation, and state and federal compliance and lending regulations
- Knowledge of entity structures and proper documentation
- Advanced knowledge of FDM
- Exceptional verbal, written, and interpersonal communication skills
- Proficient operation of Microsoft Office software, computers, and the ability to navigate software
- Excellent time management skills and ability to handle multiple priorities and projects, and adapt to changing deadlines
- Ability to work independently while having a strong commitment to team orientation
- Excellent organizational, critical thinking, analytical, and problem-solving/decision-making skills
- Detail oriented
- Ability to comprehend new training, and adapt to changes in regulations, policies, and procedures

**Benefits:**

- Medical, Dental, and Vision Insurance
- Company Provided Life and Disability Insurance
- Paid Time Off
- 401(k) with Employer Match
- Tuition and Professional Development Assistance

American Bank is an Affirmative Action and Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.