

BANK BELLEVILLE

Smaller Bank • Bigger Service • Stronger Community

Do you value your **FAMILY, COMMUNITY and CLIENTS?**

Would you like to join a client-focused team where family and community are valued and your voice will have an impact?

Bank of Belleville is the smaller bank that delivers bigger service.

Loan Administration /Operations Assistant

SUMMARY OF JOB RESPONSIBILITIES

Under general supervision, but following established policies and procedures, is responsible for various duties including loan file maintenance and scanning, internal requests for customer information, statements, etc. Assist loan administration daily with gathering loan information.

ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES

1. Handle bank inquires and internal requests.
2. File setup maintaining and scanning
3. Daily mail distribution
4. Maintain tickler tracking system
5. Performs loan file maintenance, which includes filing and locating files.
6. Checkback of loan input
7. Loan Input booking
8. Check CIP forms, set up CIFs
9. Post loan payments to the system
10. May perform related duties as assigned or as the situation dictates.

OTHER DUTIES AND RESPONSIBILITIES

1. Participates in departmental projects, assignments and performs additional duties as needed.
2. Processing of paid off loan files.
3. Maintaining/updating loan exception report
4. UCC Filing & Continuations
5. Reconcile general ledgers to system reports as a back up
6. Preparation of reports including SBA reports
7. Assist Bank personnel as needed.

Skills/Equipment

1. 10 key adding machine
2. Type 50 wpm

3. Working knowledge of Excel, Microsoft Word and Adobe
4. Working knowledge of Gmail and Google docs and sheets

Experience/Training/Preparation Required

1. Comply with all requirements, policies and procedures of the Bank Secrecy Act (BSA) and attend all mandatory BSA training as needed for this position. Additionally, required to complete all required compliance and regulatory training, not limited to BSA. Managers are responsible to ensure staff/departmental attendance.
2. Two years of banking related experience.
3. Previous customer service skills.

Bank of Belleville is an equal opportunity employer committed to creating a diverse workforce. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability or veteran status, among other factors.