

## **Consumer Loan Processor/Title Clerk**

CCCU is looking for a Consumer Loan Processor to process a high volume of consumer and Home Equity loans. You will ensure the successful delivery of loan related services in a timely manner, accurately and confidentially while protecting our organization's credibility. Loan Processor duties and responsibilities will include loading applications, processing and funding loans, managing reports, and processing and filing title/liens with a high level of exactness and attention to detail.

### **Responsibilities**

- Audit loan data for accuracy prior to processing, finalize loan contracts and disburse funds
- Go the 'extra mile' to build and manage relationships with appraisal vendors and conduct title searches
- Analyze appraisals and consumer loan files to ensure accuracy
- Operate in compliance with laws and regulations, including Bank Secrecy Act (BSA) policies and procedures, and adhere to lending compliance guidelines
- Other responsibilities as assigned

### **Skills**

- High School diploma required, with an Associates or Bachelor's degree preferred
- 2-3 years of Loan Processing or Consumer Lending experience in a financial service institution required – preferably with a credit union
- Solid understanding of Consumer and Home Equity lending documents in a centralized lending environment
- Familiarity with computers and banking applications/software, including MS Office and in-house data processing systems
- Excellent communication and interpersonal skills
- Ability to work in a fast-paced, goal oriented environment with good organizational skills and accuracy, meeting deadlines while maintaining a positive attitude

### **Benefits:**

- Health, dental and vision insurance
- Health Savings/ Flexible Spending accounts
- 401(k) and pension plan
- Life insurance and supplemental insurance
- Paid time off out of the office – Vacation time, Sick time and Paid Holidays
- Employee referral program
- Plus much more!