**Commercial Loan Processor I**

**Role:**

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| Provides clerical and administrative support to commercial department. Assesses file risk and compliance with Regulatory and Internal policies. Effectively communicates both internally and externally to ensure quality service. Monitor and tracking commercial loan portfolio. |
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**Essential Functions & Responsibilities:**

* Assists Commercial Loan officers with complicated accounts. Maintains up-to-date member files to including current balance sheets, profit & loss statements, cash flow projections, and all loan documentation.
* Actively manages pipeline to ensure file expectations are met and communicates progress at all stages effectively with the member along with internal employees with limited oversight from Commercial Supervisor.
* Reviews commercial loan packet files to verify application is complete, borrower assets, liabilities with limited oversight. Works with members and other vendors to obtain needed documentation for file, and reviews documents for accuracy and completeness.
* Tracks loan maturities, renewals, and covenants to ensure loan is compliant within loan agreement. Ensure Deeds filed/released as needed, UCC enforce, tax/insurance up to date.
* Reviews files for compliance with Regulatory and Internal requirements and submits accurate files for final approval.
* Send notification and follow up on periodic loan review documentation.
* Disburses loan funds and files loan documents with appropriate parties as required.
* Assists members with any loan or account related questions and concerns.
* Enters and maintains accurate loan information on computer operating systems.
* Performs other job-related duties as assigned.

**Knowledge and Skills:**

**Experience:** Three years to five years of similar or related experience.

**Education:** A high school education or GED.

**Interpersonal Skills:** Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

**Other Skills:** Must have excellent communication and PR skills; ability to use related software required.

**Work Environment:** Position is not eligible to work remotely

**Please send resume to:** **careers@rrcu.org** **or River Region Credit Union, Attn: Human Resources, 3124 W. Edgewood Drive, Jefferson City, MO 65109**