

Job Description
VP – Commercial Loan Administration
One Community Bank

Job Title: VP – Commercial Loan Administration
Department: Credit
Supervisor: Chief Credit Officer
Status: Salary, Full-time, Exempt
Date Reviewed: November 16, 2020

Summary:

The VP - Commercial loan Administration position is responsible for the management of the commercial loan administration group. This includes the commercial loan workflow management to ensure all required closing documentation packages are completed accurately and timely. The position requirements include all core system file maintenance, and electronic file maintenance, participation loans sold and purchased management, SBA Loan reporting requirements, commercial loan compliance, and all related commercial lending support.

Essential Duties and Responsibilities include the following:

- Management of Division Personnel
- Documentation Preparation
- Organization and Title Commitment Document Review
- New Loan System Boarding
- Modification and Renewal Processing
- Core System Maintenance
- Purchase and Sold Participation Management
- Virtual File Management
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.

This position will also be expected to use the following computer programs:

- Microsoft Office Suite (including Word, Excel, Outlook)
- Web browsers, i.e. Internet Explorer and any web-based provider website (i.e. SNL)
- Will be expected to utilize other programs such Abrigo Lending software
- Other programs as necessary

Working Conditions:

- Occasional travel may be required to attend training sessions or meetings held off site or at other branch locations.
- On occasion, there will be meetings, training sessions, and or tasks that will require before, after work, or on weekend that is not regularly scheduled.
- Physical presence will be required at the bank

Training / Policy Acknowledgments

- Online classes – Online classes are assigned for this position and are expected to be completed on an annual basis.

- Bank Policies – similar to the online classes, Bank policies are assigned to best fit this position and are expected to be reviewed, understood and signed on an annual basis. Employees are also expected to attend internal policy training sessions.
- Other training as assigned.

Required Qualifications / Skills / Abilities:

- At least 5 years experience in commercial loan administration
- At least 3 years of supervisory experience, preferred
- Knowledge and understanding of SBA loan documentation, preferred
- Knowledge of commercial loan compliance, preferred
- Strong problem-solving skills
- Advanced Microsoft Office skills

Physical Demands:

- Long periods of sitting/standing

For Supervisory Positions Only:

Supervisory Responsibilities:

Direct supervision of the staff. Carries out supervisory responsibilities in accordance with the Bank's policies and applicable laws. Responsibilities include: providing leadership, planning, assisting in hiring process, training, assigning work, annual performance appraisals, coaching, inspiring, developing, disciplining, and rewarding staff to meet current and future departmental needs. This position seeks win/win solutions, positively engages with all staff, addresses complaints and resolves problems.

Leadership Competencies:

To perform the job successfully, a supervisor should demonstrate the following competencies:

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and

their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

This employee assures compliance with all Bank policies, procedures and processes, and all applicable state and federal banking laws, rules and regulations; adheres to Bank Secrecy Act (BSA) responsibilities that are specific to the position.

I have read and understand the above job description.

Signature: _____

Name (print): _____

Date: _____

Adams Grand Marsh McFarland Middleton Oregon Oxford Stoughton Sun Prairie Waunakee