



JOB DESCRIPTION: SPECIAL ACCOUNTS AND SBA, USDA, AND FSA OFFICER

DEPARTMENT: Loan
LOCATION: Jasper, Indiana
CLASSIFICATION: Non - Exempt
REPORTS TO: Loan Operations Manager
SUPERVISES: No supervisory responsibility
JOB SUMMARY: Responsible for the administration and processing of SBA, USDA, FSA, Commercial, and Special Account Loans.

MAJOR DUTIES & RESPONSIBILITIES:

- Responsible for the processing, reporting, and administration of SBA, USDA, and FSA loans.
- Assembles and verifies accuracy of loan documentation regarding SBA, USDA, and FSA loans. Ensures that loan files contain necessary documents with proper signatures, dates, and other relevant data.
- Responsible for commercial appraisal reviews.
- Works with Special Accounts Manager to assist with making phone calls and special account visits.
- Maintains quality control of commercial loan files to verify proper signature, relevant documents, beneficial ownership information, and adds ticklers to the system.
- Audits and documents Floor Plans.
- Answers customer questions and resolves routine problems with inquiries regarding payoffs, change of owners, note modifications, beneficiaries, and other loan details.
- Updates QM procedures as needed.
- Actively achieves individual sales, referral, operational, and community involvement goals.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE:

- Undergraduate degree and/or three to five years of commercial loan experience.
- Knowledge of bank loan policies and procedures.
- Experience in banking regulation and/or industries in which financial institutions engages in loan activity.
- Knowledge of Fiserv, SBA Express, and various bank specific software preferred.
- Fluency in computer applications and Microsoft Office Environment.

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