

Cencap Federal Credit Union

Position Description

Loan Manager

Classification

Exempt

Reports to

CEO

Supervises

All Loan Department Staff

JOB DESCRIPTION

Summary/Objective

The Loan Manager is responsible for originating, underwriting, structuring and the closing of all credit union loans, as well as maintaining and servicing the existing portfolio. This position manages loan department staff and partners with the CEO and Senior Loan Officer in creating and maintaining loan processing compliance and member services with regard to loans as well as negotiating terms, structuring loans; financing based on risk considerations and present credits for approval to appropriate levels of authority with the Credit Union as required. The Credit Union Loan Manager should support the Credit Union's strong relationship banking culture through on-going member contact, quality member service and superior product knowledge and maximize credit union profitability through appropriate pricing of new loan originations, fee income and selling of all credit union products and services.

Essential Functions:

1. Develop loan applications by evaluating applicant information and documentation.
2. Process loan and visa transfers.
3. Review and approve application disbursements.
4. Coordinate approval and closures to ensure quality control.
5. Provide member assistance for general loan inquiries, loan status and payments.
6. Manage and distribute online and hard copy applications.
7. Process GAP, Disability and Force Placed Insurance by sending correspondence to members, creating file and updating account.
8. Generate reports and conducts monthly audit for account maintenance.

9. Execute end of month activities by coordinating with other departments, processing loan transfers and skip payments.
10. Coordinate beginning of month activities by processing insurance reports for loans
11. Responsible for final decisions pertaining to loans.
12. Monitor existing real estate loan portfolio to ensure proper risk ratings and early identification of potential problems.
13. Source, develop and underwrite requests for new and existing members.
14. Maximize credit union profitability through appropriate pricing of new loan originations, fee income and selling of all credit union products and services.
15. Negotiate terms, structure loan financing based on risk considerations and present credits for approval to appropriate levels of authority with the credit union as required.
16. Support the credit union's strong relationship banking culture through on-going member contact, quality member service and superior product knowledge.
17. Other duties as assigned.

Competencies

1. Financial Management
2. Communications Proficiency
3. Member/ Client Focus
4. Performance Management
5. Business Acumen
6. Sound judgement skills

Required Education and Experience

1. Must have college degree or equivalent, with a minimum of two years responsible Senior Lender or Lending Manager experience including Mortgage, Home Equity, Auto Lending and Personal Lending/Lines of Credit.
2. Ability to operate calculator, computer, and other general office equipment; including knowledge of computerized loan processing, but must be able to do manual calculations as well.
3. Ability to communicate clearly and concisely, verbally and in writing, in English.
4. Must have excellent interpersonal skills and member service skills.

Preferred Education and Experience

1. Prior experience in Business/Loan Management preferred.
2. Notary Public a plus.

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is a full-time 40 hour position. Typical days and hours of work are Monday through Friday with some Saturdays.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift 35 pounds.

This is a largely sedentary role.

Travel

Some travel required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.