

JOB TITLE: LOAN ADMINISTRATION SPECIALIST

Location: Farmington, CT

Type: Non- Exempt/Non-Officer/40 hours per week/non-remote

Position summary:

Support and assist Commercial Lenders with ongoing maintenance and reviews of existing Commercial loans. Support and assist in the origination and closing process for new loans and renewals ensuring all required documentation is obtained in accordance with Bank policy, regulatory and compliance requirements.

Qualifications required:

- High School Diploma or equivalent
- Minimum Two years' experience in Loan Administration
- Proficient in Windows Office applications, Word, Excel and Outlook

Essential functions and responsibilities:

- Perform Inquiries and analyze results for deficiencies/changes: Credit Reports/Judicial Searches/Secretary of the State-business research and UCC Searches/FFIEC geocodes/OFAC (all parties)/D&B /Internet searches for miscellaneous information/Pacer Searches/SAFE ACT Searches /Flood Determination Searches/Real Estate Tax Searches/EDR reports for real estate secured loans/Order Quik Trak site inspections
- Electronic File Maintenance Upload: Scan and upload searches, memos, etc. to electronic folder for existing and potential borrowers/ Electronic file creation, set-up and maintenance/Memos and communications with borrower/ Approval Documents/Proposal and Commitment Letters/ Financials/Tax Returns/Executed loan documents/Insurance Policies/Line of Credit Advances and Paydowns/Compliance documents/Inspection documents and construction draw requests
- Compile/complete: Flood Insurance Coverage and prepare flood calculation worksheets/ CRA/HMDA Forms/ Appraisal and Environmental Forms /Underwriting Checklist/BSA Checklist/ Red Flag Detection Report/Loan Maintenance forms/Commercial Loan Input Sheets for new loans, renewals and modifications/Beneficial Ownership forms completed and/or reviewed/Reg B log updated and maintained timely/Review past due, maturing loan reports, insurance expirations and exception reports
- Request/verify receipt of Financials/ Tax Returns/Insurance Policy/ID/Availability on Line of Credit/Maturity Date maintenance etc.
- Build/Maintain Electronic Folders
- Create original legal file folders, send timely to Loan Operations
- Upload updated financials/tax returns and notify Credit Department
- Review insurance policies, upload to electronic folders and forward to Loan Operations
- Obtain proper approvals (line of credit, etc.) review and forward to Loan Ops
- Communicate when Loan Administration searches are uploaded
- Update Loan Administration procedures used for training, ongoing review and testing, etc.

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Type: Full-Time/ Non- Exempt/40 hours per week/non-remote

Essential functions and responsibilities:

- Coordinate funding/wires/payoffs
- Follow up on any open/post-closing documentation
- Assist with Loan Document consistency with approved credit offering, etc.
- Review for accuracy Bank and/or attorney prepared documents
- Coordinate document delivery to Loan Officer/Borrower and/or Counsel
- Assist with UCC Filings for Loan Operations Department
- File necessary UCC Mortgage documents with Town/State
- Assist with projects, monthly report review, Reg. B backup, etc. as needed

Salary Range \$19.00-\$29.00 per hour