***Title:*** *Loan Processor*

***Salary-*** *$47,785.92*

***Reports to:*** *Executive VP and Senior Loan Officers*

***Description:***

Responsible for interviewing consumer loan and consumer mortgage loan applicants, underwriting, and processing various loan applications. Gather and verify various supporting documents and analyzing loan applicants’ credit history, along with other variables, that affect the applicants’ creditworthiness and ability to repay Act in accordance with all Buffalo Metropolitan Federal Credit Union Policies and Procedures, as well as the NCUA Rules and Regulations.

***Key Responsibilities:***

* **Loan Application Review:** Examine consumer loan applications for completeness and accuracy, ensuring all required documentation is provided.
* **Verification:** Verify applicant information, including income, employment, credit history, and other relevant details.
* **Communication:** Maintain clear and professional communication with members, loan officers, and other departments to resolve any issues or obtain additional information.
* **Compliance:** Ensure all loan processing activities comply with credit union policies, procedures, and NCUA regulatory requirements.
* **Documentation:** Prepare and maintain accurate loan files and records, ensuring all documentation is properly filed and accessible.
* **Disbursement:** Coordinate the disbursement of approved loans, ensuring funds are released in a timely manner.
* **Reporting:** Generate and review reports related to loan processing activities, identifying trends and areas for improvement.
* **Customer Service:** Provide exceptional service to members, addressing inquiries and concerns related to loan applications and processing.
* Perform other related tasks as may be required by Executive Management, Consumer Lending Systems Specialist, and/or Senior Loan Officers.
* **The above listed duties and responsibilities are included, “but not limited to.”**

***Qualifications:***

* **Education:** High school diploma or equivalent; associate or bachelor’s degree in finance, business, or related field preferred.
* **Experience:** Minimum of 2 years of experience in loan processing or related financial services role. Mortgage Loan Origination (MLO) experience preferred.
* **Skills:** Strong attention to detail, excellent communication skills, proficiency in loan processing software and Microsoft applications, and ability to work independently and as part of a team.
* **Knowledge**: Familiarity with consumer lending regulations and credit union policies.