

## **JOB TITLE: COMMERCIAL LENDING COORDINATOR**

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Location: Farmington

Type: Full-Time/ Non-Exempt

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### **Position Summary:**

Function as a Liaison between Commercial Lenders and Loan Administration/Loan Operations and assist with pre-closing and ongoing maintenance for Commercial files.

### **Qualifications Required:**

- High School Diploma or equivalent
- One year experience in a financial institution in Loan Administration
- Proficient in Windows Office applications, Word, Excel and Outlook

### **Essential Functions and Responsibilities:**

- Perform Inquiries on: Credit Reports/Judicial Searches/Secretary of the State-business research and UCC Searches/FFIEC geocodes/OFAC/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.
- Scan and place in electronic files for existing and potential borrowers: Memos and communications with borrower/Approval Documents/ Applications/Financials/Tax Returns/Reports/Executed loan documents/ Insurance Policy/Line of Credit Advances/Inspection documents and construction draw requests.
- Compile/complete: Flood Insurance Coverage/CRA/HMDA and Community Development/Appraisal and Environmental Forms/12 month borrowing history and NSF/Uncollected history/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.
- Request/verify receipt of: Financials/Tax Returns/Insurance Policy/Driver's License/Availability on Line of Credit/Maturity Date/Clean-up requirement in compliance/Signature for authorization from Borrowing Resolution/Post Closing Loan Documents Received.
- Create/Build/Maintain/Copy Credit, Collateral Folders, legal files/DDS docs electronic folders/new and renewed/modified loan docs/financials/tax returns.
- Forward to Loan Ops./Credit: Line of credit/construction advance request/insurance policies.
- Communicate: when loan administration documents are scanned and ready for QC and advise credit analyst of documents when ready.
- Perform other related duties as assigned.

Salary Range: \$45,000-\$75,000 annually