

Responsibilities

Primary Duties-Loan Assistant:

1. Assist as necessary prior to closing loan with loan papers and disbursements.
2. Prior to uploading the loan, review documents for signatures, upload loan and complete necessary file maintenance, disburse loan, record documents, scan/file documents and complete all other closing tasks.
3. Perform a variety of loan servicing tasks such as, filing, loan payments/payoffs, escrow payments, insurance, UCC continuations, satisfactions, maintain files, paid loans, and other tasks as directed.
5. Assist customers with questions on their accounts.
6. Assist loan officers as directed.
7. Maintain customer confidentiality and protect the reputation of the Bank.
8. Performs other tasks as directed as they relate to Bank functions.
9. Maintain compliance with Bank Secrecy Act/Anti-Money Laundering Policy of Procedures, and regulations related to the implementation of such procedures.
10. Maintain compliance with all internal policies, procedures and State/Federal regulations.

Additional Primary Duties-Loan Processor:

1. Process loan applications as required/directed.
2. Review checklist to meet documentation requirements and verify completeness for each loan.
3. Prepare loan file and closing documents on loan document system.
4. Verify mortgages, UCCs, and MVDs were accurately recorded.
5. Monitor and resolve exceptions needed to complete loan files.
6. Check loan file maintenance for accuracy and scan files in a timely manner.
7. Perform other tasks as requested by supervisor/management as they relate to Bank functions.

Other Skills and Abilities

Ability to multi-task and deal effectively with other employees and customers. Accuracy and attention to detail are required to fulfill job requirements. Basic knowledge of Microsoft Word and Excel along with satisfactory typing skills are necessary.

Education

High School Diploma or equivalent. Prior loan experience is preferred.

Interested applicants can reply with a resume to this posting or contact Brenda Oftedahl at Sterling Bank in Barron. Please send resume to P.O. Box 70, 234 E LaSalle Ave. Barron, WI 54812

Member FDIC. Sterling Bank is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, disability status, and protected veteran status.