BRIDGEVIEW BANK GROUP

JOB DESCRIPTION

Job Title	Loan Closing & Documentation Manager		
Reports to	SVP Loan Services	*EE Type*	Exempt – Band 4

POSITION PURPOSE

Responsible for Closing requirements and Documentation of Commercial Loans using LaserPro, Books all New and Renewed Loans into FIS Core system. Independently performs complex problem solving and decision making activities, while exercising discretion and judgment in significant matters consulting with Management on matters of risk to the Bank. Acts as a Team Lead in Loan Administration and Closing functions.

COMPETENCIES

Communication

Good listening skills; asks questions to ensure understanding. Explains reasoning behind own opinions. Shares knowledge, demonstrates openness and honesty. Writes and speaks effectively, states own opinions clearly & concisely. Communicates complex/difficult messages in simplified terms. Uses a professional approach when communicating to others. Conveys ideas and facts orally and in writing - using language the audience will best understand.

Cooperation & Teamwork

Works harmoniously with others to get the job done, responds positively to instruction or procedures. Shares critical information with everyone involved in a project or work duty. Helps to set a tone of cooperation within the work group. When appropriate facilitates discussion before decision-making process is complete.

Diversity

Treats all people with respect; values diverse perspectives. Shows sensitivity to individual differences. Participates in diversity training initiatives Values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Initiative & Work Ethic

Takes personal responsibility for the quality and timeliness of work, and achieves desired results. Adapts to changing business needs, conditions, and work responsibilities. Builds and maintains customer satisfaction with the products and services offered by the bank. Earns others' trust and respect through consistent honesty and professionalism in all interactions. Displays commitment and willingness to do what it takes / drive to excel Focuses on results and desired outcomes and how best to achieve them. Gets the job done. Maintains composure in highly stressful or adverse situations.

Strategic Thinking

Offers advice and creates plans based on analysis of issues and trends and how these link to the responsibilities, capabilities and potential of employees and the bank. Positions the bank for success; shows creativity when defining solutions. Strategically manages project details, holds project owners accountable, and delivers results. Current understanding of technical processes/equipment uses technology to increase performance/productivity

Management Leadership

Uses negotiation skills and adaptability to collaborate success of outcomes. Applies effective conflict management strategies to assist in resolving complex or sensitive disagreements and conflicts with a positive outcome.

PRINCIPLE ACCOUNTABILITIES

- Maintains system requirements for Non-Accrual ,Charge-off processing as directed by ELC approvals.
- Responsible for daily loan balancing, system maintenance and customer research inquiries and maintains FIS Loan System Bank Control.
- Responsible for reviewing new and renewed loan closing requirements, documentation accuracy using Laser Pro, approval and funding coordination with Loan Officers, Legal and Title Companies ensuring accuracy and successful closing supporting the Commercial Lending division.
- Team Lead in Documentation ensuring all requirements for documentation are accurate and consistent according to approvals supported by policy and procedures.
- Establish loan documentation procedures for periodic updates.
- Order new flood determinations for loans approved by ELC and re-certify as needed.
- Order tract searches for renewing loans and for other departments when requested.
- Maintain Commercial Loan Processing Pipeline.
- Order UCC and judgment searches for all documents and resolve all required clearance items ensuring accuracy.
- Confirm and Verify tax status for all loans ensuring accuracy as verified on assessors or recorders websites.
- Team Lead in working with staff to ensure accurate boarding of all new and renewed loans into FIS Core System.
- Independently performs complex loan reports for various departments and customer loan system research.
- Maintains system requirements for Non-Accrual/Charge-off processing as directed by ELC approvals.
- Participation management, Interest Reserve set-up and monitoring.
- Maintains an enhanced level of working knowledge of regulatory compliance laws, regulations and rulings that impact loan operations.
- Responsible for daily loan balancing
- FIS (Metavante), Excel, Word, Laser Pro experience required.
- Completes additional responsibilities as assigned.