BRIDGEVIEW BANK GROUP

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JOB DESCRIPTION

Job Title	Loan Administration Officer		
Reports to	SVP Loan Services	*EE Type*	**Exempt – Band 5**

POSITION PURPOSE

Books all New and Renewed loan into Core system. 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.

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.

PRINCIPAL ACCOUNTABILITIES

- Independently performs complex loan reports for various departments.
- Provides technical loan system training to the entire loan operations staff.
- Maintains an enhanced level of working knowledge of regulatory compliance laws, regulations and rulings that impact loan operations.
- Develops and organizes loan applicant information for review and analysis by loan officers and inputs pertinent loan data into system.
- Books all New and Renewed loan into Core system.
- Responsible for daily loan balancing, system maintenance, customer research inquiries and Maintains FIS Loan System Bank Control.
- Processes all BCS transactions and required general ledger entries.
- Maintains system requirements for Non-Accrual, Charge-off processing as directed by ELC approvals.
- Completes additional responsibilities as assigned.