

EAST RIVER FEDERAL CREDIT UNION

TITLE: Loan Officer

SUPERVISED BY: President

STATUS: Full-time / Non-exempt

PURPOSE: Responsible for providing personalized financial products and services to members by performing the following duties: interviewing applicants for consumer and mortgage loans, as well as, processing loan applications. Gathers background information and analyzes loan applicant's credit history. Approves or denies loan applications based on analysis. Operates with moderate credit authority.

DUTIES AND RESPONSIBILITIES:

1. Represent the credit union to the members in a courteous and professional manner and provide prompt, efficient and accurate service in the processing of transactions.
2. Ability to make sound, confident decisions and possess proven sales skills is a requirement.
3. Must be able to read and understand credit union policies and procedures.
4. Interview and evaluate needs of members and offer appropriate financial products and services based on the background information gathered and analyzed including the ability to read and analyze applicant's credit report and history.
5. Responsible for the complete and accurate documentation of consumer and mortgage loans and approval of loans within lending limits.
6. Candidate must demonstrate the ability to exercise independent judgment by approving loan application within established guidelines. Previous loan underwriting experience highly desired. Determine collateral needs and payment plans for members applying for loans.
7. Determine eligibility of loan co-maker from co-maker's statement and credit rating.
8. Explain reasons for denial, explore options for members when loans are denied and send an adverse action form to the member.
9. Verify the accuracy of loan amounts and repayment terms on approved loan applications.
10. Support the credit unions overall strategic goals as applicable.
11. Maintain transfer, periodic, ACH and payroll deduction payments on loan accounts.
12. File legal recordings of mortgages and satisfactions.
13. Monitor e-Oscar at least weekly. Reply to any member complaints regarding what was reported to the credit bureau agencies and make any necessary changes.
14. Monitor Allied Solutions at least weekly. View generated reports, add and refund CPI on loans as needed, sending out the appropriate paperwork to the member.
15. Monitor loan accounts for delinquency and share accounts for negative balance status. Follow up on delinquent and negative accounts by phone and mail to determine the reasons for negative balance or

delinquency and assist the member in developing plans to bring accounts to a current status. Document correspondence in the collection system. Ensure professional interface with members.

16. Open new membership, checking and share certificate accounts for members.
17. Implement new products and services in accordance with management.
18. Backup credit union personnel as assigned by management.
19. Performing other duties as assigned by management.

For consideration, please send resume' and cover letter to:

East River Federal Credit Union
Attn: Human Resources
PO Box 31
Madison, SD 57042
Email: Tanya@eastriverfcu.com

Equal Opportunity Employer
Confidential Consideration