

White Rose Credit Union

Job Description

Position: FT- Loan Officer II

Reports to: Lending Manager

Purpose: Provide information on credit union products and services to members in accordance with credit union policies and procedures and State and Federal rules and regulations. Responsible for interviewing and evaluating applicants for loans and processing various loan applications based on analysis. Gather background information and analyze loan applicants' credit history. Approve or deny loan applications based on analysis. Operate with substantial credit authority.

Duties/Responsibilities:

1. Gather background information on loan applications by interviewing loan applicants and obtaining credit bureau reports. Handle loans of highest complexity, value, or risk.
2. Assist members with the loan application process to ensure completeness of information.
3. Pull credit reports for all accounts, verify debts, estimate monthly payments for any outstanding debts not listed and add them to debts on application.
4. Calculate debt-to-income ratios on loan applicants and calculate how much of a loan applicant's debt is secured or unsecured.
5. Complete loan applicants over the phone and/or electronically.
6. 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. Approve or deny loan applications for all credit union products within Loan Officer II authority.
9. When a loan is denied, explain reasons for denial in a professional, courteous manner. Work with members to provide recommendations or alternative options for other possible ways to secure a loan in future. Send adverse action letter when required.
10. Verify the accuracy of loan amounts and repayment terms on approved loan applications.
11. Complete loan documents and disburse loans when approved.
12. Implement new loan products and services in accordance with management direction.
13. Cross-sell lending and other credit union products.
14. May be responsible for training of new loan officers. Will provide assistance or guidance to less senior loan officers.
15. Follow the guidelines in the Lending Policies.
16. Responsible to keep your desk and equipment clean and neat.
17. Report problems or concerns to Lending Manager.
18. Perform duties as requested by Lending Manager.

Experience:

- Experience in lending
- Computer experience

Skills:

- Ability to empathize with members concerns and tolerate difficult member's while enforcing credit union policies uniformly
- Good Interpersonal skills/Phone skills
- Ability to clearly communicate verbally and written
- Ability to Multitask
- Organizational skills
- Strong mathematical skills

Education required:

- High School diploma/equivalent