Job Description

Title: Loan Clerk

Reports To: Loan Department Manager

Department: Loan Department

Major Functions:

Informs members about availability of services provided by the Ukrainian Selfreliance FCU and directs them to appropriate lending staff.

Answers basic lending questions from members and provides a variety of support duties for loan originators/processors related to the lending functions within the credit union.

Duties/Responsibilities:

1. Handles member inquiries about their loan account and is able to obtain the necessary information and documentation to process any loan products.

2. Knowledgeable in assisting loan originators/processors in obtaining verifications or information, such as credit reports, employment verifications, bank deposit verifications, real estate appraisals, etc.

3. Provide administrative assistance to the Loan Manager and staff, including updating loan data in the credit union’s computer and assembling documentation for member loan files.

4. Ensure that closed loan files contain documents with proper signatures, dates, and other relevant data.

5. Maintain and verify current insurance policy information on members with mortgage and car loans. Mail notices to members if the insurance policies are not current.
6. Ensure all files are current on an annual basis with paid tax receipts. Mail notices to members if tax receipts are missing from the file.

7. Prepare and coordinate, with our vendors, mortgage documents for satisfaction.

8. Prepare, on a timely basis, the HMDA Report.

9. Maintain and prepare the Pipeline Inventory Register on a daily basis.

10. Perform any other tasks or duties as may be assigned by the Loan Manager.

Qualifications:

1. Ability to communicate in Ukrainian and in English fluently.

2. Must have excellent computer skills.

3. Must have excellent written and oral communication skills.

4. Must be able to organize work flow in an efficient manner.

5. Willing to attend training seminars and schools, as requested by Management.

6. Ability to work with others.

To apply for this position – please forward a completed employment application, a cover letter, your resume along with salary requirements and three references to:

CEO@ukrfcu.com

Your application will not be considered until all requested information is received.