

**Job Overview****Company:** Andover State Bank**Base Pay:** Commensurate with experience**Industry:** Consumer Banking**Manage Others:** No**Job Type:** Credit Administration**Required Education:** High School**Required Experience:** 3 Yrs Consumer Loan Processing/Administration;**Required Travel:** None**Relocation Covered:** No**Reference ID:****Location:** Andover, KS**Contact:** Brian Chamberlin**Phone:** 316-733-1375**Email:** hr@goasb.com**Fax:** 316-733-1357**Job Description**

Full-time Consumer Loan Processor/Administration – Andover, KS

Hours of availability needed:

8:00am – 5:00pm Monday-Friday

9:00am – 12:00pm Rotating Saturdays

**Overview**

- Prepare consumer loan packages and ensure files are complete before closing
- Work with loan officers, appraisers, accountants, customers, and any other necessary areas during preparation of loan documentation and early disclosures.
- Monitor financial, collateral, insurance and UCC filing information
- Ensure that loan applications are processed in a timely manner and in accordance with Bank's Loan Policy
- Ensure that required liens are perfected and follow-up on any outstanding documentation needs and loan exceptions
- Basic knowledge and understanding in the various rules and regulations governing consumer real estate transactions (i.e. TRID, Flood, etc.)
- Assist with denial letters, credit reports, payoffs, and draw requests
- Provide phone and in-house support to customer's loan inquiries
- Maintain professionalism in all areas of communication (verbal, non-verbal, written)
- Prepare monthly Small Business Administration (SBA) 1502 Reports
- Additional related duties/projects as needed

**Job Requirements****Education and Experience**

- High School Diploma or Equivalent
- Minimum 3 years consumer loan processing experience
- Proficient in the use Microsoft Office (Word and Excel)
- D+H Laser Pro Loan Software experience (Preferred, but not required)

**Salary and Benefits**

- Salary commensurate with qualifications and experience
- Medical, Dental, and Life Insurance
- Paid Time Off (PTO)
- Paid Holidays
- SIMPLE IRA Plan and Bank Co-Match

**Company Overview**

Andover State Bank is a full-service community bank. Family owned for over 100-years, Andover State Bank has been serving the Andover and Wichita Metro area communities for generations. Visit us online and find out more about us at [www.goasb.com](http://www.goasb.com).