

ADIRONDACK BANK
POSITION DESCRIPTION

POSITION TITLE: LOAN ADMINISTRATION DOCUMENTATION SPECIALIST

DEPARTMENT: LOAN ADMINISTRATION DEPARTMENT

REPORTS TO: VP, LOAN ADMINISTRATION

SALARY GRADE: 30

SUMMARY: Responsible for preparing closing documents for Commercial Loans in accordance with the Bank's lending policies, procedures, regulatory compliance and secondary market requirements. Verify accurate and complete documentation request received. Must possess knowledge of all applicable consumer compliance regulations.

ESSENTIAL DUTIES:

1. Responsible for preparing, reviewing, and ensuring accurate documents for commercial loans consistent with the loan approval and in compliance with bank policies and procedures.
2. Develop & maintain, positive relationships with loan analysts, loan originators, and the origination team.
3. Utilize communication, negotiation, and problem solving skills.
4. Remain up to date on products, services, policies, and regulations by reviewing publications and taking continuing financial education.
5. Perform time sensitive tasks
6. Required to attend or participate in necessary compliance training, including but not limited to BSA, Security, Information Technology, OFAC, Privacy and applicable BVS courses.
7. Perform all other duties as assigned.
8. Prepare documentation for loan input by the Loan Servicing Department.

POSITION REQUIREMENTS:

1. Associate's Degree or equivalent education from a technical or trade school; or 2-3 years related experience and/or training; or equivalent combination of education and experience. Work related experience should consist of a loan documentation background in information, products or services. Educational experience, through in house training sessions, formal school or related curriculum.
2. Possess excellent logical/analytical, organizational skills to include significant attention to detail.
3. Understanding of regulatory and statutory requirements governing Commercial Loan Products.
4. Knowledge of and ability to prepare all closing documents.
5. Possess excellent written and oral communication skills.

ADDITIONAL RECOMMENDED TRAINING:

"Principles of Banking"; "Money and Banking"; "Law and Banking"; "Compliance"