Downloaded from <https://www.velvetjobs.com/job-descriptions/commercial-loan-servicing>

# Example of Commercial Loan Servicing Job Description

Our growing company is hiring for a commercial loan servicing. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for commercial loan servicing

* Reviews commercial loan documentation following underwriting guidelines and policies
* Carefully examines commercial loan terms and ensures loan is funded within established time frames
* Performing operational research, validation and control activities for the Syndicated and Corporate Lending loan portfolio (including, but not limited to, research, analysis and reporting of exceptions in the loan system of record, Loan IQ)
* Act as primary customer service contact for assigned portfolio
* Print and mail monthly statements for the direct serviced loan portfolio
* Prepare and distribute monthly ACH file on authorized direct borrower payments
* Ensure that all loan payments are made in a timely manner for all direct serviced loans assigned
* Monitor portfolio payment status and ensure that proper action is taken on delinquent situations
* Monitor suspense accounts and semi-monthly delinquency reports to identify unapplied mortgage payments or refunds to be issued
* Prepare and distribute bank direction letters for direct-serviced Cash Managed Loans

## Qualifications for commercial loan servicing

* Knowledge of mainframe processing applications
* Knowledge of technical concepts and terminology
* Knowledge of test planning including test scripts, testing, and documenting test results
* Experience with a structured project management methodology
* Minimum of 3 years' experience in loan servicing processes, commercial preferred
* Prior experience with FDPA requirements and FEMA rules and regulations