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# Example of Loan Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of loan administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for loan administrator

* Monitor the process of setting up all loan files (documentation, financial, special assets) in accordance with the bank's guidelines and procedures, the bank's policies, and regulatory requirements
* Assist with the Loan Compliance function of the Bank and assist in the review of documentation before and after the loan closes to ensure compliance with the bank's loan policy and all state and federal regulations
* Serve as the administrator and maintain the LaserPro loan documentation platform software
* Process and maintain system accuracy in relation to interest payments, contract rollovers, paydowns, PIK’s, drawdowns and restructures
* Resolve discrepancies as arise with Administrative Agent Bank
* Prepare and reconcile quarterly CLO P&I reconciliations
* Interact with Trustees as necessary to resolve discrepancies
* Establish and maintain professional relationship with Agent Banks, Trustees and Administrators
* Monitor daily cash reconciliations for 50 + accounts in both US and FX
* Monitor monthly positions w/Trustees and Administrators to insure activity recorded accurately

## Qualifications for loan administrator

* Monitor participation / collateral payments
* Work in a team environment and provide back up as necessary
* Ensure professionalism and accuracy of all internal and external activity
* Assist in periodic system upgrades
* Monitor assigned Sweep customer's account through URIBS System
* Receive and distribute remittance instruction on Global CMS and Test Key