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# Example of Loan Closer Job Description

Our company is looking for a loan closer. 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 loan closer

* Review executed loan packages for accuracy and to ensure compliance with regulatory and policy requirements
* Be familiar and comply with applicable company policies and all banking regulations including, but not limited to BSA, USA Patriot/CIP requirements, Flood Compliance, AML and other regulations
* Review various loan documents, internal and external to ensure documentation accurately reflects the intentions of the credit approval
* Review legal documents and advise on funding mechanics and operational requirements as it pertains to internal booking locations, regional and currency policies
* Review internal loan related worksheets
* Liaise and coordinate pre-closing requirements with internal and external clients (Underwriter, Relationship Manager, Syndication Desk, Borrowers, Lenders)
* Complete coordination, review, initiate disbursement, prepare wire instructions and book loans and commitments into the loan booking system
* Provides the commercial loan closing and funding team with the technical support needed to close / fund commercial loans
* Organize, review and clear loans for closing in accordance with Bank Policy
* Prepare Loan Closing Worksheets for booking of loans on core system and generate closing figures

## Qualifications for loan closer

* Able to build external and internal relationships
* Ability to work pro-actively, independently and in team setting with minimal supervision
* Preparing Consumer Loan packages for closing
* Works on an independent basis with little supervision
* Receives assistance from manager with difficult questions and situations
* Provides guidance to less experienced closers