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# Example of Loan Operations Job Description

Our company is looking for a loan operations. 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 operations

* Answer questions and follow up with internal lending line partners
* Process review and standardization recommendations
* Perform other duties as assigned including other commercial loan servicing activities
* Reconciliation breaks
* Student account balances for active/non-active status and accuracy
* Debit balances to determine if funds are scheduled to cover balances and investigate why any funds have not been received
* Federal and State government, bank, and private funding status/issues
* Contribute to any follow up private loan training at the campus level
* Accurately data enter a high volume of new commercial loan bookings, payments, and advances in system
* Process entries to general ledger and create general ledger tickets for commercial loans

## Qualifications for loan operations

* Primary and secondary loan trading experience
* Syndication product/industry knowledge
* Systems and market platform experience, particularly ACBS, Loantrak, Clearpar, Intralinks, and Syndtrak
* Setting up insurance records in Strategy
* Updating insurance records in Strategy
* Sending out renewal & non-compliance letters