



Example of Loan Specialist Job Description

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Our innovative and growing company is looking for a loan specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for loan specialist

- Facilitate disposition efforts with borrowers, loan officers, attorneys, real estate agents, title companies and/or other third parties
- Obtain transaction approval by preparing deal package for management review
- Maintain current status of each deal in loan servicing system
- The Loan Accounting Specialist shall be responsible for processing monetary and non-monetary transactions to customers' loans, in compliance with the Department's policies and procedures' in a timely and accurate manner
- Compare physical documentation contained in the loan files to the loan system for accuracy and completeness
- Process auto title releases through Dealertrack's TMS system
- Process UCC terminations through CT Lien Solutions' iLien database
- Utilize CT Lien Solutions' iLienRed database to prepare correspondence regarding satisfactions of liens
- Assist with processing early release of collateral requests, as assigned and within specified time frames
- Utilize Client Vista and Alnova to maintain and review loan information ensure loans have been properly paid off before any documentation is released

Qualifications for loan specialist

- 4 additional years of relevant Mortgage/Consumer Lending experience may be considered in lieu of a Bachelor's Degree

- Review and order title policies and appraisals
- Ensure documents are filed and tracked
- Comply with Bank regulations