



# Example of Loan Specialist Job Description

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Our company is growing rapidly and 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

- Quickly and efficiently set-up and organize loan documentation within new loan files received by mail, and logging on loan register
- Reviews and evaluates appraisals (real estate or movables) environmental reports relative to assigned accounts
- Of this position include, but are
- Performs new account system maintenance including but not limited to manual boarding of loans when necessary
- Performs account research
- Processes payments from payment reserve accounts
- Responsible for servicing both sold and purchased participation loans including payments and reconciliation
- Researches and applies Unapplied/Non-posted items
- Researches and follows up on short loan payments
- Performs loan maintenance and updates on FISERV system

## Qualifications for loan specialist

- PC knowledge, Word and Excel Spreadsheet experience required
- 10 key, alpha, numeric and visual comparison skills
- Ability to maintain confidentiality and professional demeanor while working with internal and external customers
- Proficient in basic PC applications, including Microsoft Office
- FiServ training as needed to perform specific tasks

