



Example of Loan Specialist Job Description

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Our company is hiring for a loan specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for loan specialist

- Provide liaison duties with students, parents, faculty and staff
- Provide financial counseling to resolve past due balances
- Analyze paid-in-full Federal Perkins Loan borrowers with credit balances on account
- Boarding new consumer, home equity and business banking loans and lines to the Horizon system
- Maintaining loan product boarding procedures
- Performing servicing duties as assigned including but not limited to maintenance to systems, subordinations, tracking discharges, and processing recorded mortgages
- Backup document review and funding the loan and lines and process through the loan origination system
- Keeping informed of compliance regulations including changes and updates as it applies to products and systems
- Reviewing trade documentation utilizing ClearPar and TSI, coordinating with counterparties on settlement dates, processing loan activity (principal, interest, etc) based off agent notices
- Investigate discrepancies between agent bank and our internal system (CDO Suite)

Qualifications for loan specialist

- Knowledge of how to prepare wire instructions, GL sheets and other funding documents
- Ability to use T-Soft to prepare loan closing documents strongly preferred
- High school diploma or (2) or more years related experience and/or training
- State Licensing may be required by some states
- Must have at least one to three (1 – 3) years of mortgage processing or two to three (2 – 3) years clerical, administrative support, or related experience