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

## Responsibilities for loan supervisor

- Supervise the loan boarding process, ensuring compliance with RESPA requirements and transfer instructions
- Handle personnel issues, including recruiting, training, coaching, time off requests, disciplinary action, payroll, attendance monitoring, daily production monitoring, work quality checks, Complete annual appraisals of associates
- Update and implement work processes for the department as necessary
- Monitors and analyzes the workload, productivity, and accuracy of the work for each associate
- Interface with investors and other servicers regarding transfer processes
- Update the SLS transfer instructions and data file layouts as necessary
- Under the direction of the Head, Interlibrary Loan and Document Delivery Service, maintains operations of the Interlibrary Loan and Document Delivery Services Unit in the "ILL South" Health Sciences Library location, including the searching, paging/retrieval, scanning, shipping, receiving, and returning of UW materials to UW and non-UW patrons
- Adhere to, maintain, and update procedures for current tasks
- Problem-solve and troubleshoot requests and technical difficulties
- With assistance from the UW Libraries systems department and ILL fiscal specialist, set up and ensure functioning of all unit hardware and software, including but not limited to scanners, PC's, and printers

## Qualifications for loan supervisor

- Requires a bachelor's degree in finance, accounting or business and 4+ years of general accounting, accounting process and procedures, reconciliations, general ledgers or other directly related experience
- Working knowledge of general accounting practices, principles, account payable, reconciliations, exceptions, research and capability to do the work of the group
- Strong balancing, reconciliation and supervisory skills
- Must have ability to solve and research problems
- Proficient PC skills using Microsoft Office products (Excel, Word, Outlook)