



Reply to: Human Resources  
 Native American Bank, NA  
 999 18<sup>th</sup> Street, Suite 2460  
 Denver, CO 80202  
 (720) 963-5525  
 employment@nabna.com

### Career Opportunity Announcement

<b>Job Title</b>	<b>Commercial Loan Processor</b>		
<b>Date Posted</b>	November 8, 2017, position open immediately		
<b>Reports To</b>	Loan Operations Manager		
<b>Description</b>	Processes Commercial and Commercial Construction new loan requests, modifications, extensions and renewals. Coordinates loan closing while insuring all necessary documents has been collected and reviewed. Able to process with quality and consistency with all company policies and procedures as well as meeting all regulatory requirements. Books and advances new loans, processes payments and payoffs. Responsible for lien perfections and lien terminations. Supports commercial and agricultural lenders, provides customer service, and communicates with third parties (attorneys, vendors etc). Maintains loan portfolio, provides lending personnel with periodic reports.		
<b>Description of Duties</b>	<ul style="list-style-type: none"> <li>Processes commercial and agricultural loan documentation using Laser Pro software, or coordinates with bank's legal counsel in preparing loan documents. Ensures all closing conditions are met, and all information is complete and accurate.</li> <li>Must be able to identify key information in all documentation being reviewed, as well as understand entity documents and identify principals and signers.</li> <li>Processes construction draws requests, reviews all documentations and communicates with contractor, borrower and inspector. Coordinates the draw process and disbursements.</li> <li>Processes collateral perfection.</li> <li>Prepares and completes necessary documents related to government guaranteed credit enhancement programs such as BIA, DOT, SBA, HUD and USDA. Makes sure all government guaranty conditions are met.</li> <li>Obtains information related to the loan origination process: credit reports, appraisals, preliminary title reports, UCC searches, environmental reports, insurance information, flood certificates, D &amp; B reports, financial statements, tax returns, verification of income and various other items.</li> <li>Reviews and analyzes title commitment including title exceptions, and prepares closing instructions. Reviews insurance certificates to ensure compliance with bank and government requirements.</li> <li>Uploads, renews and modifies loan information to core system, processes payments and payoffs, monitors out of balance accounts.</li> <li>Demonstrates an ownership attitude by completing tasks not specifically outlined yet still necessary for successful bank operations.</li> </ul>		
<b>Education Requirements</b>	2 years of college/university degree in business related fields preferred.		
<b>Skills / Experience / Requirements</b>	<ul style="list-style-type: none"> <li>Minimum of 3 years previous experience in the commercial field.</li> <li>Knowledge of government guarantees is preferred.</li> <li>Advanced knowledge of commercial lending, laws, and documentation.</li> <li>Must have ability to work independently, be flexible, multi-task and organize priorities in a fast paced work environment.</li> <li>Strong analytical skills, combined with sound judgment and decision making abilities.</li> <li>Excellent attention to detail.</li> <li>Proficiency in Microsoft applications.</li> <li>Solid customer services values and interpersonal skills</li> </ul>		
<b>Salary Range</b>	Depending on experience. Eligible for Company benefits.		
<b>Interested Applicants:</b>	Submit a cover letter, resume to: Attn: Human Resources Native American Bank, NA 999 18th Street, Suite 2460 Denver, CO 80202 Email: employment@nabna.com Fax: 720-962-9455	<b>General</b>	Equal opportunity employer within confines of Native American Preference Act. Must be comfortable working in a team environment. Must be willing to submit to a background check.