



Loan Assistant

Security Savings Bank is looking for a Loan Assistant for our Sioux Falls, SD location. This position will be responsible for assisting all loan officers with new loan and existing loan transactions in accordance with established bank policies and procedures. The successful candidate will play a fundamental role in achieving our customer satisfaction and revenue growth objectives. Attention to detail with the ability to handle a high volume of transactions daily is important. Some of the essential functions and responsibilities for this position include but are not limited to the following:

- Assist loan officers with paperwork, documentation and filing
- Check daily loan reports and loan debit/credit tickets
- Organize customer loan credit files, verify all needed documents and request missing items as needed. Review pending files periodically working with loan officers to ensure completeness.
- Request and file needed paperwork for new loans including: insurance, UCC's, tax information, titles, credit reports and customer financials
- Assist with auditing all types of loans on a regular basis
- Complete closed loan procedures
- UCC continuations – file, terminate and amend UCC's
- Attend weekly loan committee meetings. Assist loan officers in the preparation of information to be discussed at loan meetings
- Scan required loan file documents to bank systems
- Comply with all bank and regulatory requirements

Some of the skills and attributes for this position include the following:

- Proficiency with Microsoft Word, Excel, Outlook
- Ability to operate a 10-key calculator, and other office equipment
- Perform duties in compliance with policy, procedure and process
- Self-motivation and attention to details
- Ability to communicate (orally and in writing)
- Ability to maintain discretion and confidentiality
- High level of accuracy and timeliness
- Ability to multi-task and organize priorities
- Strong aptitude for problem solving
- Ability to read and interpret documentation such as operating and procedure manuals

Education:

- BS in Finance, Banking or relevant field

Experience:

- Minimum of 2 years' experience in banking or financial services