

Monarch Community Bank Job Description

Title: Commercial Loan Officer

Reports To: Commercial Loan Manager

FLSA Status: Exempt

Summary: Sells all banking products with a concentration in commercial products to potential and current customers. Examines, evaluates, and authorizes or recommends approval of customer applications for commercial loans by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Interviews applicant and requests specified information for loan application.
- Requests applicant credit reports, background checks, reference checks, and other information pertinent to loan applicant's evaluation.
- Submits application to credit analyst for verification and recommendation. Analyzes applicant financial status, credit, and property evaluation to determine feasibility of granting loan.
- Corresponds with or interviews applicant or creditors to resolve questions regarding application information.
- Compiles loan package and facilitates negotiation of loan structure with applicant, including fees, loan repayment options, and other credit terms.
- Approves loan within specified limits or refers loan to loan committee for approval.
- Ensures loan agreements are complete and accurate according to policy.
- Assures timely loan closing and funding activities.

- Identifies and analyzes potential loan markets to develop prospects for commercial loans.
- Advises loan manager of external factors that may affect establishment lending policies, such as new or revised legislation and regulations. Recommends and implements appropriate changes to establishment policies and procedures.
- Promotes and cross-sells other establishment products and services as appropriate to customer requirements.
- Provides loan data to support marketing and sales promotion programs.
- Grow the Commercial Loan Portfolio
- Keep up with Watch List loans including visits to the properties, quarterly action plans and recommending the correct amount of loan loss to be reserved.
- Make all collection calls and report the results of these calls to the collections department weekly