

Job Title

Consumer Loan Officer

Short Description

The Consumer Loan Underwriter is responsible for evaluating, underwriting, and making credit decisions on consumer loan applications. The ideal candidate will have a strong background in loan underwriting, excellent analytical skills, and a commitment to providing exceptional member service. This role requires significant experience in consumer lending and a thorough understanding of credit union policies and federal regulations.

Full Description**Key Responsibilities**

Loan Evaluation: Analyze consumer loan applications, including but not limited to personal loans, auto loans, and credit cards, ensuring compliance with the credit union's lending policies and guidelines.

Credit Analysis: Assess creditworthiness by reviewing credit reports, income documents, and other financial information to make informed lending decisions.

Risk Management: Identify and mitigate potential risks by adhering to credit union standards and federal regulations. Recommend appropriate loan terms and conditions to mitigate risk.

Decision Making: Approve or deny loan applications based on credit union policies and borrower qualifications. Provide clear and concise reasons for credit decisions.

Documentation: Prepare and maintain detailed documentation of underwriting decisions and loan files, ensuring accuracy and completeness.

Member Interaction: Communicate effectively with branch staff to gather necessary information and provide updates on loan applications. Offer alternative solutions if applications are denied.

Compliance: Stay up-to-date with federal and state lending regulations, as well as credit union policies and procedures. Ensure all loan processes and decisions comply with regulatory requirements.

Team Collaboration: Work closely with other lending team members to ensure a seamless loan processing experience for members. Provide support and guidance to less experienced underwriters and lending staff.

Portfolio Review: Utilize data reporting software to determine trends in demand, risk, and pricing to assist Senior Management in monitoring the portfolio for future performance and/or changes to offering rates or terms.

Standard Requirements for All Positions

Presents a can-do attitude and behaves as a team player
Shows an ability to promote and obtain cooperation and consensus both internally and externally
Effectively communicates, speaking clearly, concisely, and professionally
Demonstrates exceptional written and verbal communication skills

Possesses a working knowledge of credit union products/services, procedures, and processes
Remains knowledgeable of BSA and OFAC rules and regulations
Remains knowledgeable of applicable credit union laws and regulations
Develops an understanding of credit union history and credit union philosophy
Demonstrates good judgement and decision-making ability
Qualifications

Experience: Minimum of 3-5 years of experience in consumer loan underwriting, preferably within a credit union or similar financial institution.

Education: Bachelor's degree in Finance, Business Administration, or a related field preferred. Equivalent work experience will be considered.

Knowledge: Comprehensive understanding of credit analysis, loan underwriting standards, and regulatory compliance. Proficiency in using loan origination systems and financial analysis software. Proficiency with Excel and experience data mining software, including building and analyzing reports, is preferred.

Certifications: Relevant certifications in loan underwriting or credit analysis are a plus.

Skills: Strong analytical, decision-making, and problem-solving skills. Excellent communication and interpersonal abilities. High attention to detail and organizational skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Other Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of members or employees of the credit union. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. To perform this job successfully, an individual should have knowledge of computers and various software, including Microsoft Office (Word, Excel, Outlook, etc.) and Internet applications. The individual must have a willingness and demonstrate the ability to learn the credit union's data processing system.

Working Conditions

Location: This position is currently based in our Panama City, FL office with the potential to work remotely in the future.

Schedule: Full-time, typically Monday to Friday, with occasional evenings or weekends as needed.

Environment: Professional office setting that may include opportunities for remote work as per credit union policies. The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this role.

Education

Bachelor's degree in Finance, Business Administration, or a related field preferred. Equivalent work experience will be considered.

Additional Comments

Credit Union

Hello Credit Union

State

Florida

Contact Name

Jocelyn Cassidy

Email

wave@hellocu.com

Phone

850-785-6103

Fax

Expiration Date

08/31/2024