

Job Title:	Insurance and Credit Life Administrator	Reports to:	Loan Administration Director
Department:	Loan Administration	Location:	Wardsville
Status:	Hourly	FLSA:	Non-Exempt
Schedule:	Monday through Friday/Saturday	Hours:	Works a minimum of 40 hours/week
Travel Required:	Occasional		

Job Summary:

The Insurance and Credit Life Administrator (Loan Administration) primarily monitors the bank's loan portfolio for appropriate and sufficient insurance coverage and documentation by working closely with the bank's insurance tracking vendor. They also are responsible for the bank's credit life administration.

Essential Functions

- Prepare and submit insurable collateral data, incoming insurance policies, and cancellation notices to the bank's insurance tracking vendor
- Respond to the insurance tracking vendor's inquiries through the insurance tracking vendor's messaging feature and resolve any insurance discrepancies that may arise
- Monitor "track only" loans for insurance coverage and contact Loan Officer if lapses occur
- Monitor letters sent to borrowers by the insurance tracking vendor, and notify Loan Officer prior to force placement
- Prepare and send out monthly insurance reports to Loan Officers
- Process advance transactions and premium refund transactions as needed
- Calculate and revise borrower's payment schedules and provide borrower's written notice of these changes.
- Process monthly settlement with the insurance tracking vendor
- Oversee the Bank's Credit Life Administration
- Respond to routine customer inquiries relative to loan accounts, loan balances, and payoff requests
- Calculate loan pay off amounts for all types of loans
- Monitor internal loan reports and notices
- Review loan documentation and system set up for new loans as needed
- Process secondary market closing and funding transactions
- Maintain working knowledge of and backup other loan administration functions and duties as needed
- Comply with bank lending and security procedures
- Maintain confidentiality of customer and bank operations information

- Other duties as assigned by supervisor

KNOWLEDGE, SKILLS AND ABILITIES:

- Interacting with Computers – Using computers to program, set up functions, enter data, or process information
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources
- Decision Making and Solving Problems – Analyzing information and evaluation results to choose the best solution and solve problems.
- Comprehension and Critical Thinking – Understanding work related documents. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Communicating, Speaking and Active Listening with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person
- Reading Comprehension – Critical Thinking
- Multitasking – Working on many problems and tasks at the same time

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- High School Diploma or GED equivalent required
- Prefer 2-5 years of previous loan experience
- Years of experience maybe substituted for education requirements or related work experience
- This job requires skills needed in a typical office environment. This included computer skills, communication skills, as well as utilization of office equipment with an emphasis on spreadsheets (Excel)

WORKING ENVIRONMENT:

The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

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 individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or listen
- This position requires frequent manual dexterity in combination with eye/hand coordination such as keyboarding, handling of equipment, use of calculator, etc.
- The employee is frequently required to stand, walk, reach, bend, or kneel.
- The employee must occasionally lift and/or move up to 20 pounds
- The noise level in the work environment is usually low to moderate

ADDITIONAL NOTES:

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.