

## **Finance Job Function**

### **Loan Administrator II**

**Grade:** 56

**Job Code:** F0656P

**Job Family:** Banking

**Job Family Matrix:** [Banking \(Finance\) Matrix](#)

#### **Summary**

Independently, administer portfolio strategy focused on program growth, profitability and member acquisition. Serve as principal technical advisor for consumer and mortgage loan processing systems.

#### **Core Duties**

- Administer loan processing and loan processing systems; provide guidance to team members on complex or unusual loans and transactions
- Review underwriter approvals, maintaining loan quality and providing expertise and training to team members
- Perform portfolio analysis which may include: account reviews, re-pricing, profitability and risk analysis
- Develop, communicate and achieve branch and individual sales plans, goals and objectives to increase the member base and develop multiple member relationships by actively participating in and managing branch sales efforts
- Act as vendor contact with third party processing and servicing providers
- Liaison with Harvard's financial aid officials related to student loan program development and management; develop targeted communication and training with University financial aid officers
- Ensure financial compliance with University policies and procedures and applicable legal rules and banking regulations

#### **Basic Qualifications**

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

#### **Additional Qualifications and Skills**

- Knowledge of Microsoft Office Suite, intermediate excel skills
- Working knowledge of basic financial administration principles
- Demonstrated experience with financial systems and data query tools

#### **Certificates and Licenses**

#### **Physical Requirements**

#### **Working Conditions**

- Work is performed in an office setting