Finance Job Function

Loan Services Mgt II
Grade: 56
Job Code: F0656M
Job Family: Banking
Job Family Matrix: Banking (Finance) Matrix

Summary
Responsible for overall management of Loan Servicing in compliance with State and Federal law and Credit Union policy.

Core Duties
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Maintain Loan Origination system for areas of influence including tracking and updating of daily pricing of all mortgages
- Oversee a multitude of servicing related issues including the timely mailing of paid notes, mortgages, releases of liens, subordinations, and modifications; identify and troubleshoot loan maintenance corrections, assist with the reconsolidation of various general ledgers
- Prepare reports pertaining to mortgage activities, mortgage outsource provider performance, and annual escrow analysis for members; oversee the accurate and timely storage of electronic mortgage files
- Review and update Loan Servicing Department policies and operating procedures consistent with overall loan policy; identify opportunities for automating various servicing functions through the use of technology to increase efficiency and effectiveness
- Oversee all aspects of third party vendor relationships to research, develop and implement servicing related programs and projects
- Assist with the onsite audit or examiners visits; implement policy and procedure changes on compliance findings as noted and ensures periodic review
- 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
- Supervisory Experience

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting