



Call or write to Kendra Meador at 405-224-2200 or [HR@bankfnbt.com](mailto:HR@bankfnbt.com)

## In-House Mortgage Loan Processor

*FNBT Downtown*

This is a great opportunity to join a thriving, locally owned bank. Benefits include sign-on bonus, competitive salary, paid time off, 401K, Employee Stock Ownership Plan and an insurance package. Contact Kendra Meador at 405-224-2200 or [kmeador@bankfnbt.com](mailto:kmeador@bankfnbt.com) for more information

The occupant of this position is responsible for reviewing consumer mortgage loans for completeness and compliance, and coordinating with lenders, compliance officer, service providers and applicants to ensure a smooth process from approval to closing.

## ESSENTIAL FUNCTIONS

- Assist in analyzing applicants' financial status, credit, and property evaluations to determine feasibility of granting loans.
- Provide loan information to customers.
- Request appraisals, flood certificates, title work and verification of income.
- Review loan agreements to ensure that they are complete and accurate according to policy.

- Assemble and compile documents for loan closings, such as title abstracts, insurance forms, loan forms, and tax receipts.
- Verify and examine information and accuracy of loan application and closing documents.
- Stay abreast of new types of loans and other financial services and products to better meet customers' needs.
- Scan loan documents.
- Process bills and copies to the Bank Operations Specialist.
- Mail out denials.

## POSITION REQUIREMENTS

Excellent interpersonal and communication skills; proper telephone etiquette; Intermediate PC skills; light typing; flexibility in scheduling; proven ability to resolve problems; excellent customer service skills; self-motivated.

If you would like to apply for this position please send a resume to Kendra Meador at [kmeador@bankfnbt.com](mailto:kmeador@bankfnbt.com)

FNBT is committed to do our part to limit the spread of Covid19 in our communities. Employees may be asked to wear masks to protect others, and new hires may be asked to provide vaccination status.

First National Bank is an equal opportunity employer.