



Job Description
Assistant Vice President, Loan Processing
April 2008

WHO WE ARE LOOKING FOR:

Are you someone who likes to be part of a team?

Would the words motivated, proactive, positive, and team-oriented describe your work ethic?

Do you want to make a difference in the company you work for?

Do you feel capable of taking on entire projects?

Do you want to join a team that values each individual equally and with mutual respect?

If you answered yes to these questions, you might be the person we are looking for! In this position, you will have the rare opportunity to be an active participant and work closely with the CCO, Executive Management and the Sales Team.

We are on a mission to become the best business bank in San Diego County. To that end, we are searching for a dynamic individual who will be given the opportunity to demonstrate his/her knowledge and make a difference. The successful candidate will be goal-oriented, proactive, passionate about their career, and committed to making a contribution to the team.

MISSION:

To serve as the primary documentation resource for the Bank. To be a highly effective and efficient member of the Loan Administration team and prepare accurate and timely loan documents for the Business Banking group.

POSITION SUMMARY:

Reporting to the Chief Credit Officer, the Assistant Vice President of Loan Processing will provide strong support to the sales staff and Credit Administration group. The Assistant Vice President will be responsible for creating an effective loan processing system and will work closely with the CCO, Relationship Managers, Loan Servicing Department, and Business Banking group.

RESPONSIBILITIES:

The Assistant Vice President of Loan Processing will direct his/her activities in support of credit policy and guidelines, client service goals, and profitability directives with the Executive Management Team and Board of Directors by performing the following duties personally:

- Prepare accurate and timely loan documents in Laser Pro according to approved credit memoranda. Guide loan officers through the review of loan documentation prior to signing.
- Evaluate the completion of loan files and file documents to ensure loan file integrity and consistency. Manage external credit review process, ensuring documentation and file maintenance results are satisfactory.

- Call back loans boarded and funded through Kirchman, our core processing system. Ensure information is input completely and precisely and correct any errors noted.
- Prepare reports for submission to Executive Management and the Board of Directors on a monthly basis.
- Assume primary responsibility for the management of the file room and filing system. Establish meticulous file standards and secure collateral and other original documents in safekeeping. Implement and maintain a records retention policy.
- Establish and maintain an effective tickler system. Send periodic reports to Relationship Managers and Loan Officers. Ensure timely receipt of collateral documents, evidence of insurance, financial reporting requirements, and adherence to covenants.
- Keep construction loan disbursement files and coordinate draws through Fund Control to ensure loan remains in balance.
- Manage and control ordering and receipt of appraisal and environmental reports.
- Act as a liaison with title companies, ensuring timely receipt of title work. Responsible for closing real estate transactions, including providing escrow company with Lenders Instructions.
- Order certificates of status, UCC searches, UCC filings, flood certificates, census tracts, tax service, and OFAC.
- Provide excellent and timely service to clients, prospects, staff, and vendors. Handle inquiries regarding loan documents, including written and verbal contact with clients and other staff.
- Process paid loans, including closing file and preparing documents to provide release of collateral.
- Work closely with Loan Servicing and cross train to provide backup.

SKILLS:

- High level loan portfolio management skills with an emphasis on documentation and file maintenance.
- Demonstrated proficiency in Laser Pro, one or more core systems, Microsoft Excel and Word
- Strong organization skills, detailed oriented and meticulous, proactive, independent
- Dedication to teamwork and superior client service – internal and external
- Strong sense of urgency and the ability to make decisions quickly, thrive in a fast paced, high energy, demanding and team-oriented environment.
- Exceptionally strong leadership skills, outstanding interpersonal skills, and the ability to collaborate and work effectively with peers, staff, customers, partners, and the Board of Directors.
- Excellent oral and written communication skills, including the ability to project a positive and confident image to executives, clients, and employees.



Success Factors Snapshot
Assistant Vice President of Loan Processing
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Success Factor 1: Document and Book Loans

This will be evaluated in three ways: Accuracy, Timeliness, and Teamwork

Your primary focus will be to document and book loans accurately, in a timely manner and in a way that best complements the loan officer's commitment to excellent client service.

Success Factor 2: Establish File Standards

This will be evaluated in a few ways:

a) Loan Files

Auditors and regulatory agencies stress the importance of accurate, organized, and complete loan files. It is your responsibility to establish firm procedures that ensures the integrity of each loan file. They are to comply with regulatory and auditory standards. It will be your responsibility to create a training guide or program that educates the staff on what appropriate files look like.

b) File Room

Our new headquarter location provides us with the opportunity to revamp policy and procedures on maintaining the file room in an organized and efficient manner. We are relying on you to create the policy and procedures, educate the staff on them, and ensure that they are being followed.

c) Records Retention

The Bank currently does not have a records retention policy when it comes to loan files. It is your responsibility to evaluate the current record retentions procedure and implement a new process that incorporates regulatory compliance.

d) Document Imaging

Over the next year, the Bank is interested in implementing a document imaging system. This will allow staff to view an online version of a file. You will be managing this project from beginning to end – researching vendors, setting up appropriate introductory meetings, evaluating which is the best option, and implementing the chosen product. You will also be responsible for training the staff on the new system.

Success Factor 3: Create a Tickler Process

You will be responsible for updating ticklers on Kirchman and providing reports to the loan officers and relationship managers on a regular basis. This will help ensure that all files are up to date in a timely manner and that the collection of documents occurs on schedule according to the credit memorandum.