



Consumer Loan Officer Clarinda

Please forward resume and completed job application via mail or email to:

Attn: Greg Gard
PCSB Bank
P.O. Box 237
Clarinda, IA 51632
Careers@WeArePCSB.com

SUMMARY

The successful candidate will be a customer service and solution oriented team member. Essential responsibilities include, but are not limited to, developing a profitable loan portfolio with primary focus on consumer and real estate lending, and providing ongoing loan and deposit support. Reports to Community President of PCSB Bank Clarinda, 37.5 - 40 hrs/wk.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Accept applications, underwrite and process consumer loans and mortgages
- Maintain compliant, up-to-date loan files with all necessary loan documentation and customer information
- Adherence to bank credit policy, and all state and federal regulations
- Review loan documents to ensure accuracy and compliance with all regulatory and legal requirements
- Become knowledgeable in all bank retail products and services, applicable bank and branch policies, procedures and support systems
- Handle routine financial transactions (deposits, withdrawals, advances, loan payments, etc.), and balance these transactions daily while ensuring a positive interaction with customers and non-customers

MINIMUM QUALIFICATIONS

- 2 or 4 year degree in accounting, business and/or finance
- Service/retail industry; banking experience, preferred
- Excellent verbal and written communication skills
- Excellent telephone and interpersonal skills
- Good problem-solving, negotiation, and time management skills
- Proficient computer skills, including Microsoft Office