

Syndicated Loans Servicing Specialist

SUMMARY:

Responsible for the processing of all investor reporting functions as well as complex account servicing functions. Functions include; interpretation and implementation of commercial loan modifications and workouts; accurate accounting entries for all Other Real Estate Owned (OREO) transactions; and timely notification to investors of adjustable rate interest changes.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Accurately inputs all new sold loans on the system at the time of funding. Submits copies of appropriate documentation to governing bodies, as requested within defined guidelines.
- Reconciles custodial accounts for governing bodies (Fannie Mae, Freddie Mac, State Housing Authority). Identifies and funds the differences caused by bi-weekly payment accounts and delinquencies. Performs on-line reporting monthly through the computer system. Reconciles portfolios to provide adjustment reports.
- Services all commercial loans, conducts research as required and provides timely follow up to members or officers as appropriate, including the initial set up of the system and all necessary account file maintenance.
- Processes all system changes for loans as required by the Loan Committee and transfers required portfolio changes and processes maturity extensions as negotiated and approved.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)