

Consumer Loan Processor

Why Work for Mainstreet Credit Union?

Because Mainstreet Credit Union has consistently provided stability for employees and members over the span of more than 65 years. Not to mention, Mainstreet Credit Union aims to be the financial home to every member. We continue to strive for a welcoming culture, where our employees are knowledgeable, helpful, and accountable for their position within the team. To achieve this vision, we provide continued training and development opportunities, as well as a friendly environment where members and employees can feel at home. Being a not-for-profit organization, we keep business simple and real. We enjoy sharing in our community, and we always find the most effective way to serve our members and provide full pay and benefits for our employees, even through uncertain times.

In addition to our friendly and welcoming environment, we offer our employees:

- Day-time hours that provide for a healthy work-life balance
- Three weeks of PTO in the first year with a generous annual PTO carryover plan
- A wide variety of insurance options for health, dental, and vision
- 401k with company match
- Company provided life insurance and long-term disability
- Special product perks for employees

Let's Learn About the Job

Position Overview:

The Consumer Loan Processor is responsible for assisting the credit union loan officers or dealers in the processing of loans. Specifically, this position will be the primary processor of consumer home equity loans and assist in funding indirect contracts.

Major Responsibilities:

1. Create closing documents for home equity loans. Collaborate with loan officers in the communication with members regarding the process and the follow up to obtain required paperwork. Fund and disburse loans. Track and review recorded mortgages. Perform file review of new loans. Ensure that proper insurance coverage is secured prior to closing. Manage the expiring credit line process.
2. Gather and audit indirect loan packages. Ensure compliance with underwriting stipulations. Communicate with dealers to resolve issues. Book loans to the operating system and disburse loan proceeds to the dealer. Quote payoffs and participate in business development opportunities with dealers.

3. Ensure regulatory loan documents and home equity disclosures are provided to the borrower within time frame guidelines.
4. Order third party reports for home equity loans including Flood Certifications and Owner & Encumbrance reports. Review reports to ensure the credit union's risk exposure is limited.
5. Assist in compiling monthly reports and act as a resource to lending staff.
6. Completion of appropriate Credit Union "in house" resource curriculum that covers such areas as cross selling, other lending functions, credit union philosophy and other pertinent subjects relating to this position.
7. Other duties as assigned.

Knowledge, Skills and Abilities:

- Open minded attitude.
- Ability to show initiative.
- Good judgment skills.
- Ability to manage multiple time sensitive tasks.
- Display effective communication skills, both oral and written.
- Excellent relationship building skills.
- Display pride in work.
- Basic computer skills.
- Experience with loan origination software.
- General office equipment.

Required Education and Experience:

- High school diploma required.
- Minimum of two years' experience with loan and real estate documentation.

Preferred Education and Experience:

- College degree preferred.

Company Overview

Mainstreet Credit Union began in Johnson County over six decades ago as the Northeast Johnson County Teachers' Credit Union. Over the years, Mainstreet Credit Union has grown its business by expanding to new locations and acquiring smaller credit unions in the Kansas City area. Today, Mainstreet Credit Union has over 63,000 members, 12 branches across 9 cities, and a much shorter name!