



Regardless of experience, background, and education, an employee’s contributions to the success and growth of Logansport Savings Bank are appreciated, respected, and recognized at all levels of the organization. As a member of our team, you’ll join a group of people who focus on delighting customers with personalized service, professional excellence, and high ethical standards.

Loan Processor	
Reports To:	Loan Operations Officer
Department:	Loan Operations
About the Position:	A Loan Processor at Logansport Savings Bank is an integral part of the loan-making and lending process from start to finish. The successful candidate will handle a variety of transactions and duties for our Consumer and Commercial Loan Officers. They act as a liaison between our customers and our financial institution, and may also follow up on missing documents or other information that is needed. He or she will also support Loan Officers with administrative activities associated with origination and servicing of all loan types.

Responsibilities (including but not limited to):

- Input and update all insurance information
- Paying escrow, insurance, and taxes
- Payment Processing (all types)
- Taking customer calls regarding loan information
- Ensure proper documentation exists in the loan file following loan approval
- Process loan closing documents
- Order title insurance, flood determinations, appraisals, etc.
- Monitor Loan Exception List
- Review reports daily from Cold Storage (Image Center)---any automatic payment rejects, upcoming insurance due dates, etc.
- Prepare files for attorneys on foreclosures
- Breakdown and scan any paid Loans
- Maintain loan files that are withdrawn or denied
- Image all new loans done within the current week
- Prepare New Account/Loan Letters for mailing

Educational Requirements:

- High School Diploma or its equivalent is required.

Experience:

- No previous banking experience is required.
- Previous customer service or loan processing experience preferred.

Knowledge and Skills:

- Excellent customer service skills, attentiveness, information retention, work with both customers and employees in a professional manner.
- Strong communication & organizational skills.
- Detail oriented, high degree of accuracy.
- Competency with computers, email, telephone, and other office machinery.
- Ability to work in a fast-paced environment.
- Ability to think analytically and consider the facts, rules, policies and procedures that protect the bank or that are in the bank's best interests.
- This position must also comply with all company policies and procedures, applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

About the Bank:

Logansport Savings Bank was founded in 1925 and is a locally-owned, mission-driven community bank with over \$250 million in assets. The bank's main branch is located in Logansport, and also serves customers from Peru, Wabash, Huntington, and surrounding counties.

Our team is close-knit and collaborative, making LSB a fun and rewarding workplace for our employees. Everyone on our team shares a deep commitment to our customers and our community, "Leading The Way" to put them first with local decision-making and volunteerism. When you join the LSB team, you'll begin as a valuable team player with support for your personal and professional growth.

Logansport Savings Bank is an Equal Opportunity Employer.

Logansport Savings Bank is an Equal Housing Lender and Member FDIC. Learn more about Logansport Savings Bank at www.logansportsavings.bank.