

BankSouth - Greensboro GA seeks qualified applicants for the position of Universal Loan Administration Associate.

The position will perform the duties of a Loan Processor, Loan Assistant and/or Loan Operations Assistant in a flexible assignment role, working within the Lending function in the capacity with the greatest need as dictated by workload, staffing requirements, deadlines, etc. The essential functions of this position include, but are not limited to: coordinating with deposit operations to provide correct/timely payroll requests and quote payoff amounts as needed; process collateral releases of correct pieces of collateral & obtain required permissions prior to release; report to credit bureaus per loan policy and procedure; monitor and assure existence of appropriate insurance coverage; coordinate force-place vendor as needed; process and update escrow transactions for specified loans within required timeframes; books loans on the core processing system; prepare early disclosures and closing documents timely, accurately and legally compliant; process construction draws to apply appropriate accounts per terms of the loan and obtain authorization from borrower as required; timely file miscellaneous loan documents in correct media; follow up and track post-close loan exceptions; obtain outstanding financial and other loan documents; scan all documents to appropriate files; complete pre-closing loan file prep including ordering flood, title, insurance, etc.

At least two (2) years of applicable experience in loan prep/closing is required as is experience on bank core processing system, (FIS, Bankway, etc.) This position may float between our locations in Greensboro, Watkinville and Lake Oconee depending on need. Qualified applicants can submit a resume to:

[reneem@banksouth.com](mailto:reneem@banksouth.com) EOE/M/F/D/V/LBGT