

## **Job Posting**

### **Position Summary:**

The Bank has a great opportunity at its San Benito location for an experienced loan processor.

**Number of Positions:** One full-time position

**Location:** 1151 W. Hwy 77 San Benito, Texas

### **General Description:**

Individual must be able to work closely with loan personnel to prepare loan documents and book loans into the Bank's core processing system. Other duties include but not limited to loan compliance monitoring and management, loan exception tracking, scanning and indexing loan documents into Bank's imaging system, pulling loan reports on a daily basis, balancing loan GL accounts, processing loan payments and loan payoff requests, mailing out loan notices, maintaining loan files, researching and storing loan data, and all other duties necessary to carry out all loan department tasks and responsibilities.

### **Requirements:**

High School Diploma or GED

Three or more years of banking experience. Experience in bank lending is preferred but not required.

Understanding of consumer and commercial real estate lending is preferred but not required.

General understanding of consumer lending regulations (TIL, HMDA, RESPA, ECOA, Flood, etc.) is preferred, but not required.

Must be able to effectively communicate verbally and in writing

Must have a working knowledge of Microsoft Outlook, Word, and Excel

Must be able to work in a team environment

Professional Appearance

Full benefits are offered with competitive starting wage. EOE.

Please contact

Anita Boswell  
Executive Vice President  
956/364-7080  
aboswell@fcbtx.com