



Buckeye State Bank is an *employee-owned, member-centric* community bank, creating Raving Fans through exceptional service. Due to our exciting growth in mortgage lending, BSB is seeking a qualified, experienced full time **Residential Loan Closing Specialist**. The Residential Loan Closing Specialist will be a member of the loan operations team that assists in the closing of residential loan requests, managing the bank's loan pipeline, ensuring regulatory compliance, and assisting with secondary market sales.

**Essential Responsibilities of the Residential Loan Closing Specialist position:**

- ❖ Coordinate all aspects of the closing process and ensures that all terms of closing are met for residential loans.
- ❖ Create accurate Closing Disclosures and loan documents for residential loans as assigned.
- ❖ Coordinate with title companies to ensure files are accurate, compliant, and acceptable for closing and funding.
- ❖ Fund BSB portfolio loans and ensure accurate upload to core loan system.
- ❖ Fund correspondent loans available for sale including interim loan servicing set-up.
- ❖ Coordinate with secondary marketing on loan sale fundings, reporting and document delivery.
- ❖ Monitoring and tracking post-closing trailing documents.
- ❖ Update and monitor pipeline report of loans assigned.
- ❖ Support Clients and Team-members through problem-solving and resolutions of loan-related issues.
- ❖ Follow compliant processes and procedures in relation to banking laws, rules and regulation.
- ❖ Perform in accordance with BSB's Core Beliefs of being Member-centric, Accountable, Proactive, and with Servant-leadership; and
- ❖ Other duties as assigned.

**Education and Experience for Success in the Residential Loan Closer position:**

- ❖ Minimum of 1 -3 years of residential closing experience.
- ❖ Experience working with Calyx Path is preferred but not required.
- ❖ High school diploma or equivalent combination of experience and education;
- ❖ A proven ability to effectively deal with challenges in a professional manner;
- ❖ Proficient in Microsoft Office Suite and Outlook applications;
- ❖ Strong verbal and written communication skills to effectively interact with BSB clients and fellow team members at all levels of the organization;
- ❖ Self-motivated and dependable with a "Can-Do" Attitude;
- ❖ Other duties as assigned.

**BSB offers competitive compensation, as well as incentives and a benefit package, including:**

- ✓ Standard Paid time off!
- ✓ Your Birthday off as well as two additional floating holidays!
- ✓ Retirement - 401k!
- ✓ ***You will be a member of the Employee Stock Ownership Plan!!***
- ✓ Health Insurance with Vision and Dental!!
- ✓ Life Insurance!
- ✓ Disability Insurance!

**If you are looking for an exciting and rewarding challenge –Join the BSB Team!** Interested? Please email a copy of your resume to [Hrdepartment@JoinBSB.com](mailto:Hrdepartment@JoinBSB.com). Buckeye State Bank is an equal opportunity employer.

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