



Buckeye State Bank is an *employee-owned, member-centric* community bank, creating Raving Fans through exceptional service. With our exciting growth and expansion, we are looking for qualified, energetic team members to implement and achieve our Vision of The Bank of Tomorrow.

Due to our successful growth, BSB is seeking a qualified, experienced **Commercial/Consumer Loan Closing Specialist**. The Loan Closing Specialist will be a member of the loan administration team that assists in the processing and closing of commercial, home equity line of credit (HELOC), and consumer loan requests, managing the bank's loan pipeline and ensuring regulatory compliance.

Essential Responsibilities of the Commercial/Consumer Loan Closing Specialist position:

- ❖ Coordinate all aspects of the closing process and ensures that all terms of closing are met for commercial, HELOC and consumer loans;
- ❖ Create accurate and compliant closing documentation on loans as assigned;
- ❖ Coordinate with title companies, as applicable, on closing settlement and funding;
- ❖ Fund loans and ensure accurate upload to core loan system;
- ❖ Monitor and track post-closing trailing documents;
- ❖ 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;
- ❖ Coordinate with Loan Officers and title companies to ensure files are accurate, compliant and acceptable for closing and funding;
- ❖ Perform in accordance with BSB's Core Beliefs of being Member-centric, Accountable, Pro-active, and with Servant-leadership; and
- ❖ Other duties as assigned.

Education and Experience for Success in the Commercial/Consumer Loan Closing Specialist position:

- ❖ Minimum of 1 -3 years of loan processing and closing experience;
- ❖ Commercial loan closing experience is preferred;
- ❖ 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;
- ❖ 5-day work week with minimum of 4-days in the office, with possibility of remote working for the 5th day, following 90 days of satisfactory performance; and,
- ❖ 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. Buckeye State Bank is an equal opportunity employer.

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