



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.

BSB is hiring a **Loan Processing Manager** who leads the loan administration team, develops departmental processes, and works with the Chief Credit Officer to monitor asset quality and ensure smooth loan documentation and pipeline management. Additionally, they oversee quality control, support loan closing, manage construction loans and credit advances, and collaborate with auditors, all while ensuring compliance and efficient portfolio management.

This role is on-site at our Powell Headquarters.

Essential Functions:

- ❖ Lead and coach loan administration team
- ❖ Create and implement detailed department processes and procedures
- ❖ Work closely with the Chief Credit Officer to monitor Asset Quality items related to pipeline management, document exception, quality control reporting, collateral tracking, and board reporting, among other functions
- ❖ Proactively resolves pre- and post-close loan issues relating to due diligence, documentation, or exception items
- ❖ Assists the lending team to move approved new loans and renewed loans to closing by preparing and ensuring proper documentation and lien filings
- ❖ Orders and reviews appraisals and title commitments
- ❖ Performs quality control testing periodically throughout the year to ensure loan systems and processes are functioning correctly
- ❖ Assists Management through the preparation of reports by inputting data into Excel and PowerPoint and by pulling reports from the Bank's core processing platform
- ❖ Processes construction loans and line of credit loan advance requests
- ❖ Ensures accurate collection and reconciliation of loan fees and loan proceeds
- ❖ Supports the growth, compliance, retention and quality of the loan portfolio
- ❖ Works directly with bank auditors and examiners
- ❖ Other duties as assigned

QUALIFICATIONS

- ❖ 4 - 5 years of work experience in loan processing
- ❖ Proficiency with Excel and Microsoft Office products.
- ❖ Experience with Compliance One, Loan Platform and Fiserv systems preferred.
- ❖ General knowledge of the banking industry.
- ❖ Ability to effectively communicate effectively both written and orally.

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

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

Headquarters
9482 Wedgewood Boulevard
Powell, Ohio 43065

614.796.4747
Toll Free: 844.225.9265
www.JoinBSB.com



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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