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.

Buckeye State Bank is hiring a Mortgage Operations Manager who leads the loan processing and closing team, develops departmental processes, and works with the VP- Loan Operations to ensure smooth loan documentation and pipeline management. Additionally, they oversee quality control, support loan surviving, manage construction loans and credit advances, and collaborate with auditors, all while ensuring compliance and efficient portfolio management and administration.

Essential Responsibilities of the Mortgage Operations Manager:

- Lead and coach residential loan processing and closing teams.
- Create and implement detailed department processes and procedures
- Work closely with the VP- Loan Operations to monitor 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 and secondary market sale exceptions relating to due diligence, documentation, or other exception items
- Assists the lending team to move approved new loans and renewed loans through processing and closing by preparing and ensuring proper documentation and lien filings
- Orders and reviews third party reports, such as appraisals, title commitments, etc.
- Performs internal quality control testing periodically throughout the year to ensure loan systems and processes are functioning correctly.
- Coordinates with the VP on third-party quality control audits.
- Assists Management through the preparation of daily, weekly, and monthly reporting from the loan platforms, and 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 internal auditors, third party auditors and bank examiners.

Education and Experience for Success:

- 4-5 years proven experience as a Residential Loan Processing and/or Loan Closing Manager or in a similar role within the financial services sector.
- Strong knowledge of loan processing & loan closings standards including mortgage, consumer, HELOC and commercial.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously while meeting deadlines.
- Proficiency with Meridian Link Mortgage and Consumer platform, Wolters Kluwer's Compliance One, and Fiserv systems preferred.
- Strong analytical skills with attention to detail to ensure accuracy in all aspects of loan processing.
- Ability to lead a team effectively while fostering a collaborative work environment.
- Exceptional communication skills for interacting with clients, team members, and other stakeholders.
- Innovative with the use of AI and Robotics to automate and increase efficiencies in the lending process.

Job Type: Full-time

Schedule:

- 8 hour shift
- Monday to Friday
- Option for 4 10 hour shifts subject to management approval

Work Location: In person

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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Member FDIC
EQUAL HOUSING LENDER