



LOAN ASSISTANT / PROCESSOR

Sterling, IL Branch

JOB TYPE: *Full Time*
Monday through Friday
In-Office Position / Not Remote or Hybrid

FUNCTION OF JOB

Seeking an experienced and reliable Loan Processor to perform a variety of duties related to the processing, servicing, administration and closing of loans for all loan officers.

MAJOR DUTIES & RESPONSIBILITIES:

- Prepares new and renewal loan documents and related information pertaining to the loan request and type from application to closing.
- Reviews new loan files to ensure adherence to bank policies and procedures, regulations and compliance.
- Maintain the financial statement and credit review monitoring system.
- Prepares and records appropriate documents such as UCCs, fixture filings, mortgages, and mortgage releases with appropriate agencies. Responsible for monitoring the expiration date of UCCs and prepare continuations, extensions, releases, terminations and assignments on a timely basis.
- Process paid-off loan reports including releasing of any collateral back to customer.
- Create and maintain loan files with all documentation in the bank's electronic filing system.
- Maintain and update insurance monitoring system.
- Upload loans onto mainframe. Processes payments for all loan types.
- Prepares weekly Loan Committee information packet. Responsible for preparing weekly loan committee minutes.
- Prepares departmental reports as requested.
- Maintain floor plans and process transactions as needed.
- Provides customer assistance and inquiries as requested.

ESSENTIAL KNOWLEDGE & SKILLS

- Ability to deal effectively, tactfully, patiently and pleasantly with customers
- Excellent communication skills using proper grammar to articulate the features and benefits of bank products and services
- Ability to identify customer needs and use proper sales techniques for selling or cross-selling appropriate bank products and services
- Must be trustworthy and discreet regarding confidential information
- Have a strong attention to detail

- The maturity necessary to request additional explanation, instruction or direction necessary for successful task completion
- The ability to work closely with other branch employees and internal departments of the bank
- Willing to adapt to change in procedures and tasks
- Should be a self-starter, ability to handle multiple job duties simultaneously and emotionally mature in handling stress
- Experience with designated software programs such as Outlook, Excel, Word and/or Loan platforms, imaging programs and other related software and/or equipment.
- Must be reliable and dependable with punctuality and attendance.

EXPERIENCE & KNOWLEDGE

The successful candidate must have a minimum of a high school education/graduation and preferably at least one (1) through two (2) years of experience in banking or related experience in another company.

BENEFITS*

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Vacation & Paid Time Off (PTO)
- Parental Leave
- 401k Profit-Sharing & Match
- Flexible Spending Account
- Tuition Reimbursement Program
- Incentive Plan
- Holiday Pay
- Logo-wear Stipend

COMPENSATION

The pay range for this position is \$16.25 to \$22.00. Please note that the pay range provided is a good faith estimate for the position at the time of posting. Actual compensation will be dependent upon factors, including but not limited to the individual's qualifications, experience, knowledge, skills, and abilities.

Interested applicants should send resume and cover letter to:

Central Bank Illinois
Ed Wolf, Community Bank President
2928 East Lincolnway
Sterling IL 61081

Or email to: recruiter@central-bank.com.

Posted 8/26/2025
Equal Opportunity Employer

**Some benefits have an eligibility waiting period*