



LOAN OPERATIONS ADMINISTRATOR

Main Bank - Geneseo, IL

In Office Position / Not Remote or Hybrid

Full Time

Non-Exempt Hourly

FUNCTION OF JOB

The Loan Operations Administrator performs a variety of loan administrative duties related to the processing and servicing of loans.

MAJOR DUTIES & RESPONSIBILITIES:

- Upload all loans to Core system for all branch locations. Completes verification of uploaded documents for accuracy and file accordingly.
- Process paid off loan reports to include mailing paid documents to borrower, releasing collateral back and deleting any automatic payments.
- Process the daily unposted report.
- Verify accuracy of past due notices and forward to borrower.
- Review and prepare rate change notices for all branch locations as necessary.
- Responsible for the Participation Loan purchased/sold process.
- Maintain and electronically file all necessary loan documentation within appropriate loan file.
- Maintain the UCC Monitoring System for all UCCs by expiration date and prepare continuations, extensions, releases, terminations and assignments.
- Prepare weekly Loan Committee meeting packet.
- Responsible for preparing minutes from weekly Loan Committee meeting.
- Maintain the Financial Statement and Credit Review Monitoring System.
- As instructed by lenders, obtain credit bureau reports.
- Prepare monthly loan reports for the board of directors.
- Verify and update master loan rates on the bank system daily.

ESSENTIAL KNOWLEDGE & SKILLS:

- Attention to detail and ability to multitask.
- Must be trustworthy and discreet regarding confidential information.
- Must have strong attention to detail.
- Excellent soft skills in order to effectively, tactfully, patiently and pleasantly communicate with customers.
- Competent in obtaining important information from conversations in person and by phone.
- The maturity necessary to request additional explanation, instruction or direction necessary for successful task completion.
- Ability to work in a small group setting.

- 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 able to receive instructions, follow policy and directives from supervisor.
- 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. Previous loan operations experience preferred.

BENEFITS*

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Long Term Disability Insurance
- Vacation & Paid Time Off (PTO)
- 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 \$16.00 to \$20.00. 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
Sheila Stetter, AVP-Loan Operations Officer
101 North State St
PO Box 89
Geneseo, IL 61254

E-mail recruiter@central-bank.com.

Posted 9/18/25

Equal Opportunity Employer

**Some benefits have an eligibility-waiting period*