



Position: Loan Operations Specialist

Reports To: Loan Operations Supervisor

FLSA Classification: Non-Exempt

**Organization Overview:**

Foresight Bank is the largest, locally owned community bank in Northern Illinois, with fifteen offices in the counties of Winnebago, Stephenson and Kankakee. Foresight Bank is owned by Foresight Financial Group, Inc., an Illinois corporation founded in 1986, a financial holding company established under the Federal Reserve.

**Position Summary:**

Responsible for maintenance and support duties for all commercial and consumer loans. Role requires a collaborative team player that utilizes strong relationship management, customer service and communication skills while completing duties that include maintenance and customer service for commercial and consumer loans.

**Primary Responsibilities:**

1. Processes loan payments including participation payments, collects fees, processes internal transfers and wire transfers.
2. Quality Review of all loans on Core System
3. Monitors the closed loan report and prepares appropriate releases. Forwards releases to the appropriate lender or recording agency
4. Supports the UCC process – Searches, Filings and Renewals
5. Balances loan general ledger and internal checking accounts under dual control according to Bank procedure and within designated timeframes.
6. Prepares and processes loan advances and payoffs.
7. Prepares and processes all outstanding bills for AP (ex. CSC, Flood, Property Maintenance, Legal)
8. Handles internal customer calls and inquiries.
9. Perform File Maintenance review of previous day loan activities, exception reporting and various other daily reports
10. Support and prepare Escrow documentation to LOS system for Commercial Loans
11. Support Participation Agreements for Commercial Loans
12. Prepares, mails, scans, and QC review of adverse action notices
13. Will provide backup support for all Participation Loan activity
14. Will provide backup support for all Business Manager Loan activity
15. Will provide backup support for all work out loan activity
16. Prepare the following reports: Closed Loan – Title Exception – DGU – Retail 1<sup>st</sup> Mortgage Insurance Tracking – Matured Loan Report – SBA Report – VSI Insurance Report – Various other Reports
17. Ensures compliance with all Bank policies and procedures and all applicable state and federal banking laws, rules and regulations including Bank Secrecy Act and Anti Money Laundering to assist management in monitoring for suspicious activity, money laundering, or other illegal customer activity.



*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Customer Service	Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
Teamwork	Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.
Problem Solving	Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
Quality	Strives to eliminate errors, accurate work is a priority, seeks opportunities to improve product/services
Dependability	Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
Technical:	Working knowledge of core processing systems (Jack Henry CIF 20/20), loan & deposit platforms (LaserPro & OnBoard Deposits disclosures), and Microsoft 365.

**Position Performance Standards:**

Timeliness in the completion of the daily assigned tasks by the department to ensure regulatory and operational standards are achieved.

Performs maintenance accurately and efficiently

**Performance Weightings:**

40% Competencies

60% Position Performance Standards and Personal Goals

**Qualifications:**

High school diploma or general education degree (GED); Associates degree preferred. Minimum 2 years banking experience. Prefer 1-2 years Loan Operations experience.

1/27/2025



***Physical Demands and Work Environment:***

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets and fax machines. The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires manual dexterity. While performing the duties of this Job, the Team Member is regularly required to sit or stand for extended periods of time.

I understand the requirements and essential functions and duties of this position.

\_\_\_\_\_  
Loan Operations Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Loan Operations Supervisor

\_\_\_\_\_  
Date