

## **Loan Operations Manager/ Loan Compliance Officer**

Loan Center  
1124 North Main St.  
Franklin, IN 46131

**Job Type**  
Full-Time

### **Qualifications**

- Bachelor's (Preferred)
- Loan Processing: 2 Years (Preferred)

### **Full Job Description**

Loan Operations Manager:

Responsible for entire loan operations support functions for all loan platforms (consumer, residential and commercial), including supervision of loan operations staff.

Responsible for the administration of all facets of the bank's secondary market activities, including, but not limited to: review of documentation of loans originated for sale to the secondary market, sale of loans to secondary market, filing required reports to secondary market vendors like Freddie Mac, FHLBi and others, being knowledgeable of secondary market loan selling and servicing requirements, as well as reconciliation and reporting to various secondary market outlets.

As manager of loan operations, this position is responsible for the supervision of the various functions in the operational support for the bank's portfolio and secondary market mortgage lending functions. Includes the supervision and direction of the personnel within the loan operations department who process, underwrite and service the loan portfolio. Duties may include actual processing, underwriting and closing of various types of loan products or applications.

This position is responsible for insuring that all aspects of the loan servicing function is handled in a timely manner. This includes, but is not limited to monitoring flood insurance, delinquent taxes, homeowners insurance, applicable appraisal reviews and any other items outlined in applicable bank regulations or our various policies.

Position will also oversee the mortgage loan quality control program of the bank, as set forth in Exhibit L-2 of the Credit Administration Policy. Reporting from the quality control program shall be presented on the frequency as outlined in the policy.

**Loan Compliance Officer and Loan Review Audits:**

With the assistance of the Compliance Officer and Compliance Council, is responsible for the administration and monitoring of laws and regulations which deal with loan-related compliance. This includes lending regulations HMDA/Reg C, Flood Disaster Protection Act, Regulation O, and Regulation X/RESPA. Serves on the Compliance Council of the Bank.

Complies with all regulatory compliance issues relative to this position, which may include but not be limited to, BSA, CRA, OFAC, Reg E, Reg Z, Reg CC, and Reg DD.

**Benefits**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

**Schedule**

- Monday - Friday
- 8 hour shift

**Work Location**

- Mutual Savings Bank Loan Center

**Benefit Conditions**

- Waiting period may apply
- Only full-time employees eligible

**Work Remotely**

- No

**COVID-19 Precaution(s)**

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

**If you are interested in the position, please email your resume to [hr@mutualsavingsbank.net](mailto:hr@mutualsavingsbank.net).**