



## POSITION DESCRIPTION

**Job Title:** **Loan Operations Clerk – Independence, VA**  
**Reports to:** Loan Operations Manager  
**FLSA Status:** Non-exempt

**Position Summary:** The Loan Operations Clerk is responsible for the servicing of loans once funded, including booking, maintaining exceptions, and maintenance. The loan operations clerk will work closely with processors and lenders to ensure accuracy of loan information.

*At Skyline National Bank, our core values are Smart, Kind, Young-at-heart, Local, Inspired, Nonconforming and Energetic. We look for ways to be “always our best.” As a member of our team, you do important work. You craft an experience, aim for the sky, set a high standard and look for ways to set your bar ever higher.*

**Primary Duties and Responsibilities:**

- Perform a variety of clerical duties related to the establishment and maintenance of loan files and documentation.
- Prepare, or obtain, additional loan documentation as directed.
- Perform any combination of the following routine clerical duties depending on area assigned: data entry and transmission; on-line inquiries; file maintenance; exception tracking; block entries.
- Ensure all actions performed are in compliance with regulations and policies and procedures.
- Manage competing priorities in a fast-paced environment while maintaining a strong attention to detail.
- Perform other duties within the department as assigned.

**Required Education and Experience:**

- High school diploma or equivalent.

**Required Skills:**

- Strong time management and organizational skills.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office (Microsoft Excel, Microsoft Word).
- Ability to multi-task.
- Detail oriented.
- Interpersonal skills and team orientation.
- Ability to meet deadlines under pressure.

**Skyline National Bank offers excellent benefits such as Medical, Dental, Vision, Disability Insurance, paid holidays, paid time off as well as a 401(K) Plan with match.**

**Interested candidates can apply by emailing a resume to the Human Resources Department at [hr@skylinenationalbank.com](mailto:hr@skylinenationalbank.com).**

**Skyline National Bank is an EOE, AA and E-Verify Employer.**