

Commercial Banking Assistant

Department Commercial Lending

Reports To EVP Chief Commercial Banking Officer

Classification Full-time; Non-exempt

Location Headquarters: 3035 SW Topeka Blvd, Topeka, Kansas 66611

Hours 8:00am – 5:00pm Monday-Friday

To Apply www.corefirstbank.com/careers

Summary

Responsible for assisting the Commercial Banking Officers in management of the commercial loan portfolio. Working in conjunction with the Lender, the Commercial Banking Assistant is responsible for providing personal and professional service to the customer. The assistant establishes and maintains a relationship and familiarity with the customers and the Bank's loan policies and procedures in order to provide a streamlined and efficient customer service experience.

Essential Functions and Responsibilities

- Assists Lenders with Commercial Loan application, approval, and closing processes:
 - Inputs data in Credit Quest
 - Obtains/reviews collateral documents such as life insurance assignment and cash collateral accounts.
 - Verifies collateral and checks for delinquent taxes and orders Future Advance Endorsements.
 - Anticipates and obtains items necessary for loan requests, such as corporate documents, credit reports, UCC searches, VIN searches, flood determinations, appraisals, title work, mortgage releases, etc.
 - Following loan approval, serves as liaison between Lender and Loan Processing, to request and coordinate preparation of loan documents and schedule closings. May assist with closings as needed.
- Coordinates with Credit Administration on financial statement spreads and/or other analyses, either routinely or as requested by Lender.
- Coordinates with Commercial Services as appropriate, in order to assist loan customers with depository products and services, such as Internet Banking, Cash Managements, and Lock Box.

- Generates and distributes reports, such as Past Due Loans, Maturing Loan List, Loans by Officer, and others as requested.
- Contacts customers for routine requests, such as financial statements, loan payments, corporate documents, tax ID numbers, etc.
- Handles routine customer requests and inquiries, such as loan histories, posting errors, changes of address, line of credit advances, construction loan draws, notary services, lien releases, etc.

Other Responsibilities

- Handles routine items such as mailings, faxes, phone system, scheduling meetings for staff, office equipment, wire transfers, ATRs, overdrafts, etc.
- Manages loan files, through sorting of documents and correspondence, forwarding to imaging as appropriate, and confirmation that the virtual files are in order.
- Reviews prepared documents for accuracy.

Knowledge, Skills, and Abilities

Experience	Previous banking experience preferred.
Education	High school diploma or equivalent required. Bachelor's Degree in business or related field preferred.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive contact with others, including executive and senior management. Communication with customers may be of a sensitive nature when working through escalations. Fostering sound relationships with others is necessary.
Competencies	Adherence to the CoreFirst Bank & Trust Values of Respect, Communication, Integrity, Initiative, and Accountability High level of skill in the CoreFirst Bank & Trust Competencies of Customer Focus, Compliance, Ethics, Perseverance, and Time Management
Other Skills	Strong PC skills, with proficiency in word processing and spreadsheet software. Excellent written and oral communication skills. Excellent time management and task prioritizing, organization, problem solving, and ability to meet deadlines. Excellent analytical skills and attention to detail.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The



employee is frequently required to stand, walk, and sit. Some light physical effort required.

Travel

Travel is negligible. It is primarily local during the business day, although some local evening and weekend travel may be needed.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.

Applicants must pass a drug screening and background check.

Internal applicants must be meeting the minimum requirements of their current job, and should submit a cover letter and resume via the employee portal.

Applications submitted by March 2, 2018 given first priority.

CoreFirst Bank & Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst Bank & Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

It is the policy of CoreFirst Bank & Trust to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Please note this 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.

Revised 2/23/2018