

For 100 years, **ABOC** has fostered deep ties to our customers and our community, serving the banking needs of countless businesses, organizations, institutions, and individuals, many for multiple generations. These relationships are based on profound trust, in-depth understanding and highly personal and responsive service provided by our experienced bankers.

We take tremendous pride in being a great place to work! We value the contributions our employees bring to the table every day. We work hard to nurture and maintain a mutually respectful, diverse culture that fosters teamwork and a commitment to exceptional customer service.

**ABOC** is hiring a **Loan Administration Manager.** This position is responsible for the management of loan transaction processing.

**RESPONSIBILITIES:**

* Supervises, trains and develops Loan Operations staff.
* Oversees timely and accurate loan transaction processing and maintenance of applicable controls.
* Reviews system accruals, fees and payoff fields to ensure accuracy in set-up of new loans.
* Handles special processing of complex transactions.
* Interfaces with internal customers for loan operations functions and externally with customers of loan officers.
* Evaluates reports for accuracy and ensures timely distribution to users.
* Scrutinizes reconciliation and supporting records for assigned G/L accounts.
* Prepares various monthly reports for management with specific attention to collateral exception and insurance report to ensure prevention of aging items.
* Ensures proper maintenance of loan operations documentation.
* Assists in management activities including business continuation/disaster recovery plan.
* Functions as back-up to Loan Operations staff members.
* Exercises the usual authority concerning staffing, management, training, performance, disciplinary issues, promotions, salary recommendations, and terminations
* Keeps abreast of related issues through review of various banking and lending publications.
* Performs other related duties as assigned.

**REQUIRED EDUCATION, EXPERIENCE AND SKILLS:**

* Bachelor’s degree in Finance or a related field. Experience can substitute education.
* The ability to read and write in a manner sufficient to logically work through a process or procedure as normally acquired through the completion of a bachelor’s degree. (preferred)
* Knowledge of loan operations practices and procedures as is normally attained in five (5) years of banking experience dealing with loan accounts and supervisory ability as demonstrated by two years of experience in a supervisory capacity. (required)
* Strong communication and interpersonal skills.

**BENEFITS:**

* Competitive compensation package
* Full health insurance (medical, dental and vision),
* 401(k)
* Life insurance
* Education Assistance
* Paid Vacation Days
* Employee Assistance Program
* Open-door work environment
* Opportunities for advancement
* Community Service Opportunities

**COMPENSATION:**

$145,000 - $165,000

This salary range is inclusive of several factors, including experience, qualifications, and market trends.

*We are an equal opportunity employer and value diversity, equity, and inclusion at our company. We do not discriminate based on any protected category. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.*