



Loan Operations Analyst

First Resource Bank is a full service, growing community bank in Exton, looking for a motivated full-time position which serves as the Loan Operations Analyst.

The Loan Operations Analyst will work daily with the Operations staff. The Loan Operations Analyst will report to the Loan Servicing Supervisor, and will assume daily responsibilities of processing loan payments, advances, loan maintenance, satisfaction and recording of collateral. In addition, they will provide customer support to the front line staff and this individual will also serve as a backup for the Loan Servicing Supervisor, as well as learning the many detailed requirements that are part of the Operations area of the Bank.

Primary duties include:

- Process daily loan payments, advances, extensions, renewals and booking new loans on the core system
- Process loan participation payments and advances as part of the daily tasks
- Process loan payoff requests- prepare letter, process payoff on the core system
- Validation of loan document images on core system
- File maintenance of loan accounts including maintenance of monthly Swap bills and all Swap records
- Review assigned Reports and research any exceptions or discrepancies
- Provide backup to Loan Servicing Supervisor for SBA 1502 reporting and other reporting as needed
- Cross trained as back up for all loan servicing duties
- Open cases regarding core system and IT tickets as needed

Skills / Requirements:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times, stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High School diploma or equivalent
- Prior bank experience in loan servicing and loan documentation is required.
- Jack Henry Silverlake core system experience is preferred.

At First Resource, you will enjoy an incredible family-style, community-focused atmosphere. Our excellent benefit package reflects the respect and appreciation we have for our team members.

We offer:

- Excellent annual compensation commensurate with experience
- Health, dental, vision, short and long term disability and life insurance
- Enrollment in 401K plan with company contribution (after 6 months of service)
- Optional enrollment in ESPP stock plan (after 6 months of service)
- Hourly position, not exempt from overtime
- Paid time off

Additional days off for Federal Holidays

First Resource Bank is an Equal Opportunity Employer

Send resume, cover letter and salary requirements to HR@FirstResourceBank.com to apply