

Job Description
Commercial Loan Officer
Mainstreet Community Bank of Florida
1515 E. HWY 50
Clermont, FL 34711

Commercial Loan Officer

FLSA Status: Salary-Exempt
Reports to: Regional President

Required Education/Experience

Must have a Bachelor's Degree and minimum 3 years Commercial Lending or Portfolio Management experience

Position Summary

The Commercial Loan Officer is responsible for developing new business, underwriting, structuring and the closing of commercial loans in compliance with the Bank's lending policies and procedures, as well as maintaining and servicing an existing portfolio. This position represents the Bank in the local community through active participation in community affairs and participates in marketing all of the bank's products and services.

Duties and Responsibilities

- Generates and services a wide variety of commercial loans
- Attend to the needs of customers seeking loans on terms that may involve unsecured funds and/or credit secured by mortgages or other collateral including but not limited to liquid assets, real estate, accounts receivable and fixed assets
 - ✓ Interview applicants to develop information concerning their personal and/or business borrowing needs, complete banking desires, repayment abilities, and business/personal earnings to determine whether a loan may be an acceptable risk
- Negotiate terms, structure loan financing based on risk considerations and present credits for approval to appropriate levels of authority with the Bank as required
- Follow current loans to ensure complete conformity with terms and stay cognizant of developing trends
- Give financial advice to customers and prospective customers
 - ✓ Study industrial, commercial and financial situations relating to new or existing businesses as needed

- ✓ Make recommendations on financial and organizational structure, locations and other matters on which the company may have information
- Call on potential or existing customers to develop new business and increase or retain existing business
- Promote related banking services to include cash management, deposit products and other bank services
- Collects/monitors all Past Due loans in Lender's portfolio to include calling customers, writing and sending letters, chasing delinquent customers, repossessing bank collateral, attending bankruptcy/foreclosure courts, preparing approving/deteriorating documents on downgrade forms
- Responsible for obtaining updated financial data on all customers (when required), ordering appraisals, flood searches, pulling credit, ordering title searches/policies and environmental data searches and reviewing all for accuracy
- Responsible for eliminating all exceptions to policy regarding loans and documentation in a timely manner
- Demonstrates compliance with customer rights to confidentiality and privacy and maintains an environment of security and trust