

## JOB DESCRIPTION

**Mainstreet Community Bank of Florida**  
**1812 Ridgewood Ave, Holly Hill, FL 32720**

### **COMMERCIAL/CONSUMER LOAN OFFICER**

**FLSA Status:**           **Salary – Exempt**  
**Reports to:**           **Senior Lender**

**Education/Experience Required:** Bachelor's degree in Business related field plus four to six years of related banking/commercial Loan experience, or an equivalent combination of education and experience.

#### **Position Summary:**

Originate, make and service a wide variety of personal and business loans, both secured and unsecured.

#### **Duties and Responsibilities:**

- 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, and 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.
- 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 Lenders 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.

EOE/Vet/Disability

- 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.
- Be available to assist branch personnel in absence of Branch Mgr in check authorization, check cashing, check overrides, opening and closing of branch, if needed.
- Demonstrates compliance with customer rights to confidentiality and Privacy and maintains an environment of security and trust.

### **COMPLIANCE**

All associates have a responsibility to understand the Bank's BSA/AML/OFAC/CIP Program, the procedures outlined in it, and to follow the Program and procedures in carrying out their duties. When an associate has supervisory responsibilities, he or she will make certain that his/her staff understands the responsibilities to comply with applicable regulatory issues and internal programs, policies and procedures. Any associate that fails to adhere to the BSA/AML Program or commits other violations of the Code of Conduct may be subject to disciplinary action up to and including termination.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job the employee is regularly required to sit, stand, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **NOTICE**

- ✓ This position description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. The employee will be required to follow any other instructions and to perform any other job-related duties.
- ✓ Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the employee will possess the abilities and aptitudes to perform each task proficiently.
- ✓ Ability means to possess and apply both knowledge and skill.
- ✓ This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.

EOE/Vet/Disability

- ✓ This position description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
- ✓ All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- ✓ Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- ✓ This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.