

JOB DESCRIPTION

MAINSTREET COMMUNITY BANK OF FLORIDA 204 S WOODLAND BLVD., DELAND, FL 32720

Construction Loan Administrative Specialist

Full Time: 40 Hours
FLSA designation: Hourly – Non-Exempt
REPORTS TO: Loan Operations Supervisor

Education/Experience Required

A High School Diploma or equivalent. Minimum of two years in construction loan administration experience required.

Performance Requirements

Problem solving and analytical skills, ability to work as a team with other staff members; ability to accept and follow instructions, ability to multi-task; cooperation; flexibility; adherence to security procedures; compliance with rules and regulations; operates financial calculator, personal computer, along with effective use of various computer applications such as word processing, spreadsheets and Bank related software, must possess good telephone, verbal and customer skills. Positive attitude, respect for customers, supervisor and coworkers; maintains and ensures confidentiality; exceptional communication skills in both oral and written form; exceptional organizational skills; strong customer service.

Purpose

The Construction Loan Administrative Specialist manages and oversees the proper disbursement and on-going tracking of commercial and residential construction loans.

Specific Job Functions

- Monitors the progress of construction and releases funds according to pre-approved milestones, ensuring the borrower only receives the agreed amount once certain work is completed.
- Track the progress of construction projects, reviewing contractor invoices, lien releases, and inspection reports to confirm work is being completed as planned.
- Ensure that the loan budget is adhered to and that costs are controlled to prevent cost overruns. If changes to the project budget or timeline occur, handle the adjustments.
- Works to identify and mitigate risks (for example, delays, cost overruns, contractor disputes, etc.), ensuring that the bank's interests are protected.
- Ensures the project complies with all regulatory requirements and bank policies.
- Provide regular reports to management on the status of the loan and project.
- Acting as a liaison between the borrower, contractors, inspectors, and the bank, ensure smooth coordination and resolve issues that arise during the construction process.
- Perform other duties as assigned by management or loan officers.
- Prepare and review loan documentation, ensuring compliance with all legal and financial requirements.
- Set up the loan in the bank's system.

Compliance

All associates have a responsibility to understand the Bank's BSA/AM Program, the procedures outlines 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 understand 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. This is an on-site position.

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 10 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.
- 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 than an "at will" employment relationship.

*This job description does not list all of the functions of the job. Management often assigns additional duties. This job description may be revised at any time.