

**Wray State Bank****Position: Loan Processor****Location: Wray, Colorado****Compensation: \$16.00-\$19.00 per hour****To apply, please send resume to [jwingfield@wraystatebank.com](mailto:jwingfield@wraystatebank.com).**

Wray State Bank is seeking a Loan Processor to join its financial team.

**Mission Statement:**

Wray State Bank and its branches are community banks dedicated to providing exceptional financial products and services to its local communities and customers while meeting the goals of its stockholders and creating a rewarding work place for its employees.

**Job Description Summary:**

The Loan Processor is responsible for supporting the lending staff, and many day-to-day lending activities of the Bank. The position ensures that all lending aspects of the Bank's activities operate in a safe and sound manner in the best interest of the stockholders, the Board of Directors, customers, employees and the public.

**Responsibilities:**

- Accurately prepare and process loan documents
- File documentation to perfect collateral position
- Process payments and loan advance requests
- Scan items into imaging software
- Order supporting documentation for loan files (credit reports, title work, appraisals)
- Handle maintenance such as payoff letters, insurance tracking, exception clearing
- Prepare reports as assigned
- Communicate effectively through multiple channels
- Working knowledge of Microsoft Office software and general office equipment
- Ability to multitask
- Other duties as deemed necessary to support the loan department

**Competitive compensation package and benefits including:**

- 401k/ESOP match
- Health Insurance
- Life Insurance
- Paid Holidays
- Paid Time off (PTO)

**Qualifications:**

- Experience in loan processing is preferred

- Degree or related experience and/or training; or equivalent combination of education
- Excellent customer service skills
- Ability to collaborate with team members
- Ability to operate effectively and efficiently
- Bilingual is a plus

**Work Hours**

Anticipated work schedule is Monday - Friday 8:00am – 5:00/5:30pm (Fridays) and participation in Saturday rotation of 8:00am - 12:00pm.

**\*\*\*MUST HAVE SATISFACTORY BACKGROUND CHECK INCLUDING CREDIT HISTORY\*\*\***