



***Greenwood Credit Union is a full-time Loan Processor to support its high volume Indirect Lending department.***

The Loan Processor is primarily responsible for performing specialized indirect loan processing and servicing tasks as well as a variety of loan related back office duties with focus on processing and funding consumer indirect auto loans originated through Greenwood Credit Union's network of dealerships according to established Credit Union policies, procedures, and legal and regulatory guidelines.

**Essential duties include but are not limited to:**

- Perform data entry of application information into the loan origination system for underwriting & processing.
- Review loan documentation from dealerships against policy requirements and pre-funding checklist, and ensure completeness, accuracy and compliance to all lending regulations while implementing fraud detection techniques.
- Disperse funds for accepted loan contracts, ensuring prompt and accurate payment to dealer.
- Assist in monitoring dealer productivity and follow-up on pending contracts to increase conversion ratios.
- Provide professional, courteous, and knowledgeable loan related member service, including payoff inquiries, documentation requests and various other day to day issues.
- Serve as liaison in insurance related matters including total loss processing and accident insurance claims.
- Work in conjunction with other departments within the credit union to support each other's needs and the needs of GCU members and prospective members.
- Possess knowledge of and comply with credit union internal policies and procedures and regulatory laws applicable to position.
- Complete annual regulatory compliance testing as assigned per the terms of internal policy and other internal and offsite training as necessary.

**Qualifications include but are not limited to:**

- High school diploma or GED required; Associate or Bachelor's Degree preferred
- Must be fluent in English; Bilingual a plus
- Minimum (1) year of experience in a financial institution, finance company or in the automotive industry with auto lending or loan officer experience preferred
- Working knowledge of consumer lending and installment loan documentation
- Proficiency in operating PC and other standard office equipment with working knowledge of Microsoft products
- Accurate data entry and strong mathematical skills
- Knowledge of and adherence to proper telephone etiquette
- Exceptional and effective interpersonal, relationship building, verbal and written communication skills
- Effective time management and organizational skills
- Detail oriented with ability to audit, identify, and correct procedural errors.
- Must demonstrate a high degree of professionalism with positive and professional image and demeanor; business professional attire required
- Commitment to team environment, member confidentiality and outstanding member service
- Dependability and flexibility with work hours and work assignments

All candidates will be required to consent to a background screening which may include criminal, bondability and credit checks.

A complete Job Description and analysis of the physical and mental demands of this position are available upon request.

**Qualified applicants only should respond with cover letter and resume to [HR-funder@greenwoodcu.org](mailto:HR-funder@greenwoodcu.org)**

Greenwood Credit Union is an Equal Opportunity/Affirmative Action Employer and therefore provides equal employment and advancement opportunities to all employees and applicants for employment without regard to race, color, ethnicity, religion, gender, pregnancy/childbirth, age, national origin, sexual orientation, gender identity or expression, disability or perceived disability, genetic information, citizenship, veteran or military status, marital or domestic partner status, or any other category protected by federal, state and/or local laws.