



Position Title	Loan Administration Specialist
Department / Location	Loan Operations / Round Rock (East Palm Valley Blvd.)
Salary	Commensurate with Experience
FLSA Status	Non-Exempt

JOIN R BANK AS A LOAN ADMINISTRATION SPECIALIST – WHERE RELATIONSHIPS MATTER!

At R Bank, we believe banking is about more than just transactions - it's about people, relationships, and community. We're looking for a **Loan Administration Specialist** who is detail-oriented, proactive, and passionate about providing top-tier support to our lending team and lending functions. If you thrive in a fast-paced environment, enjoy working amongst your peers and teammates, and want to be part of a bank that values integrity and service, this is the role for you!

WHAT YOU'LL DO:

- Emulate R Bank Core Values
- Perform Quality Assurance Reviews on loan packages including proper approval authority, entity documentation, promissory notes, security instruments, loan agreements, lien instruments, title commitments/real property searches, appraisals, contracts, UCC searches, insurance policies, surveys, and environmental reports
- Review customer loan files for appropriate verification as required by R Bank policy.
- Perform loan file maintenance including billing corrections, payment schedules, reversal entries, waived late charges, interest adjustments and payment extensions
- Help to ensure loans are compliant with all laws, regulations, and internal policies.
- Communicate with loan officers and loan assistants to obtain necessary information for loan processing and exceptions.
- Assist in monitoring exception reports to clear exceptions in a timely manner.
- Review for accuracy all new and renewed loans on the Core Processing System
- Administration of promissory notes, titles, and recorded documents.
- Process and mail paid notes and coordinate collateral release for paid loans.
- Review executed loan documents on all files for completeness and approve for funding.
- Prepare Commercial, Agriculture and Consumer loan documents in Laser Pro.
- Board new loans and renewals onto the Core Processing System.
- Upon request, perform periodic detailed reviews of general ledger accounts
- Complete required BSA / AML training, adhere to BSA / AML requirements and R Bank policy, and report any abnormal loan activity on high risk customers.
- Other duties as assigned

WHAT YOU BRING TO THE TEAM:

- High school graduate or equivalent. Preferred, but not required, two or four year college degree.
- Minimum of 12 months of branch banking experience including a general knowledge of branch operations preferred but not required.
- Minimum 12 months of commercial lending experience required that includes processing, closing, perfecting liens, etc.
- Ability to exhibit a warm, friendly, approachable personal style and deal effectively with the customers' or visitors' questions.
- Detail oriented, quality focused, flexible and able to adapt to change
- Ability to effectively organize workload and meet timelines
- Must demonstrate professionalism in dealing with customers, managers, and co-workers.
- Ability to maintain composure under pressure.
- Ability to answer telephones in a professional, friendly and courteous manner.
- Ability to speak in a clear and understandable manner and write legibly.
- Ability to read, understand and carry out verbal and written instructions and to request clarification when needed.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Proficient in arithmetic, bank practices and procedures, and departmental rules and regulations.
- Ability to be self-motivated person with an outgoing and pleasant personality.
- Excellent typing and work processing skills. Ten-key calculator, typewriter and keyboard skills. Familiarity with loan origination software, word processing, database management and Internet based software programs.

WHY YOU'LL LOVE WORKING FOR R BANK:

We're a locally owned bank that puts relationships first. We invest in our employees, celebrate their successes, and provide opportunities to grow. At R Bank, you're not just another team member - you're part of a community that values your contributions and supports your career goals.

WHAT IS IT GOING TO TAKE?

Candidates and team members will embrace and work within the core values of R Bank and possess the following qualities:

- Regularly takes **Initiative** to complete assigned tasks while seeking opportunities to work beyond established expectations.
- **Responsive** to the needs of bank team members, Credit Department team members, senior management of the bank and customers of the bank.
- **Conscientious** with an innate desire and drive to meet and exceed expectations.

- **Authentic** Being genuine, transparent, and true to oneself and others. We foster an environment where honesty and integrity guide our actions and relationships.
- **Fun** approach to work and daily living while not compromising daily work responsibilities, however regularly balancing work with a sense of fun and teamwork.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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 talk or hear. The employee frequently is required to sit and work on a computer for prolonged periods of time. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

BENEFITS FOR YOU

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and the R Bank Leadership Council Gym Program. You can learn more about R Bank and our services at www.r.bank.

R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability.