



**POSITION:** Underwriter, Loan Processor

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**DEPARTMENT:** Loan Administration

**REPORTS TO:** Loan Administration Officer

**SUPERVISES:** N/A

**FLSA:** Non-Exempt

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**POSITION SUMMARY:**

The Loan Administration Department works as a team to review loan documents while considering compliance and correctness.

**ESSENTIAL DUTIES:**

- Serve as the primary underwriter and processor for all personal and commercial loans
- Process all TRID loans
- Prepare Participation Agreements
- Process extensions
- Preparing monthly reports
- Flood Tracking
- Serve as backup for Adverse Actions
- Assist where needed or deemed as necessary by the Loan Administration Officer

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Proficient in Excel, Word, Adobe, Laser Pro, and Horizons XE
- Bachelor's Degree preferred
- Previous experience (3-5 years) in loan processing and underwriting preferred
- High degree of accuracy and attention to detail
- Organizational skills
- Ability to prioritize
- Strong communication skills

**SUPERVISOR RESPONSIBILITIES:**

- N/A

**SUPERVISION RECEIVED:**

- This position works under the general supervision of the SVP, Loan Administration Officer.

**WORKING CONDITIONS:**

- This position operates in a professional office environment.
- This is a full-time position (40 hours/week).
- Travel may be required.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to satisfactorily perform these essential functions without causing undue hardship for the employer.

While performing the duties of this job, the employee is required to remain in a stationary position for long periods of time and must frequently move about the office. The employee must constantly operate a computer and other office equipment such as phones, keyboards, printers, and copiers. The employee is regularly required to communicate with others via phone, email, etc. Occasionally, the employee is required to move up to 10 pounds and may, at times, be required to move up to 20 pounds.

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