

Great People, Great Benefits, Great Career Opportunity!



Golden Pacific Bank is a nationally-chartered community bank, wholly owned by Golden Pacific Bancorp and headquartered in midtown Sacramento, with branches in Sacramento, Yuba City and Live Oak. We are proud of our 25-year history of serving the needs of commercial businesses and individuals. We offer business and personal accounts to accommodate our customers, as well as a wide variety of lending products and merchant services for our customers. GPB ranks in the top community banks for its size in the greater Sacramento area. We are a true community bank that believes in excellent customer service closely tied to the financial well-being of the local community.

Golden Pacific Bank, NA
1409 28th Street
Sacramento, CA 95816

Website

www.goldenpacificbank.com

Equal Opportunity
Employer

JOB ANNOUNCEMENT

Loan Servicing Manager

Golden Pacific Bank, N.A. is a Sacramento-headquartered community bank serving the region's business community. The Bank is seeking qualified applicants who are friendly, possess solid interpersonal skills, are attentive to detail and are problem-solution oriented for a Loan Servicing Manager position.

This position in the Loan Servicing Department is primarily responsible for generating loan documentation for the Bank's commercial real estate and commercial and industrial loans (both conventional and SBA loans). The manager will also accurately board loans on the Bank's core system and is an integral part of the loan department in responding to customer and internal requests. This Loan Servicing Department position should be knowledgeable and skilled in loan servicing actions, as well as demonstrating leadership, direction, and training to other less experienced Loan Servicing Department personnel. The manager must maintain compliance with the Bank's audit, internal controls, and security, and be knowledgeable with respect to applicable portions of the Bank Secrecy Act, Fair Credit Reporting Act, Flood Insurance, and The Service members Civil Relief Act standards and guidelines.

Essential Duties

- Reviews loan approvals to ensure information is complete and in compliance with Bank policy; generates accurate loan documentation. Experience with *LaserPro* and *DocuSign* software packages a plus.
- Performs callback of loan maintenance and transactions on a regular basis.
- Performs general loan servicing and wiring of loan funds.
- Prepares external SBA 1502 reporting documentation on a monthly and as needed basis.
- Boards completed loans onto the Bank's core system; maintains digital files for documentation and compliance.
- Provides oversight and tracking of collateral filings via tickler system as required by loan documentation, such as receipt of deeds of trust, title policy, and UCC recordings/filings.
- Orders UCC searches and inputs for new filings, revisions, and terminations.
- Corrects loan accounting errors as necessary; provides effective and courteous customer service and assists in resolving problems when needed.
- Participating member of the Bank's Internal Asset Review Committee, Managers Committee, and IT Steering Committee.
- Participates in special projects to aid in the continuous improvement of the Bank's loan portfolio and loan servicing operations.

Position Requirements

- Minimum of a High School diploma / GED and a minimum of three years of experience (or equivalent combination of education and experience) in commercial loan operations.
- Broad level of work experience, knowledge and training in loan documentation and all loan servicing activities and terminology.
- Knowledge of SBA procedures and servicing actions pursuant to the SBA 7(a) and 504 loan programs considered desirable.
- Broad level of work experience, knowledge and training in *LaserPro* and Bank's core system.
- Demonstrates ability to make sound decisions and business judgments regarding loan servicing requests.
- Excellent written, oral and interpersonal skills, to include facilitation of loan closing, maintenance, servicing, modifications, and problem resolution. Competency in general mathematical and analytical skills required.
- Strong organizational skills and attention to detail with the ability to self-manage time and workflow to meet deadlines.
- Ability to manage multiple projects at one time and to work independently, as well as within a team environment.

Competitive compensation based on experience level; Full range of employee benefits
Qualified candidates may submit cover letter and resume to our partners
at HR Done Right at email: info@hrdoneright.com