

## **Grow with us.**

If you are interested in growing your career within the financial industry, don't miss this opportunity. At Farmers State Bank of Elmwood, we are committed to assisting our customers' financial needs and help them succeed financially. We are expanding our loan department and currently looking for a talented Loan Officer who puts our customers' needs at the core of what they do. We offer competitive pay and great benefits, which include medical, short term and long term disability, and life insurance policies for our employees. We also have profit sharing, paid time off and more!

Seize this opportunity to join an enjoyable place to work with advancement possibilities, with amazing benefits, all while having input in growing our presence in Knox, Peoria and surrounding counties. We are looking for an experienced Loan Officer who has experience in underwriting, approving, and closing consumer, mortgage and/or commercial loans. Top candidates will have a drive to become a future leader at Farmers State Bank.

Farmers State Bank was started in 1864. It remains independently owned and is managed by a 7-person board of directors. The Bank prioritizes long-term stability over short term gains. The ideal candidate will be one who can strategize and execute lending policies and practices that will allow the bank to continue to prosper.

**Reports To:** President / CEO

### **Basic Function:**

The position of loan officer is responsible for utilizing knowledge, training, and experience to assist the bank to solicit, originate, and facilitate the processing and closing of consumer and commercial transactions on behalf of our clients. This position must be organized and very detail-oriented, good with numbers and have excellent customer service skills.

### **Core Responsibilities:**

- Solicits customer leads, prepares financing packages by processing, underwriting, and closing consumer and commercial loan transactions.
- Prepares transaction packages for committee approval.
- Seeks out additional information as necessary to complete a transaction such as appraisals, environmental reports, title reports, and due diligence reports.
- Manages their loan portfolio with needed contact with customers. Prepares and conducts annual reviews and updates customer financial information.
- Communicates with customers and other transaction stakeholders on progress and missing documentation and other information.
- Assists in the quality control of the asset portfolio along with internal reporting and compliance procedures.
- Assists in the preparation and tracking of the transaction pipeline.
- Assists in loan document reviews from application to final execution.
- Cross sells bank products and services.
- Other duties as assigned.

### **Essential Functions:**

The Loan Officer's responsibilities include, but are not limited to the following:

- Proactively develops new business through a formal sales calling program while managing existing relationships by proactively seeking additional business, promptly working future maturities, and participating in the annual review process to determine if additional lending needs are present.
- With each customer interaction in person and on the phone, seeks opportunities to deliver excellent customer service; troubleshoots and solves account problems; promotes all bank services; educates customers in using products to deepen relationships and satisfaction.
- Takes loan applications and interfaces with the customer/applicant to facilitate a complete loan application; communicates the loan decision to the customer/applicant; prepares credit analysis of loan opportunities and recommends appropriate action to Loan Committee's consideration.
- Maintains excellent credit quality through careful monitoring of existing loans, tracks receipt of timely financial information, and verifies compliance with financial covenants; monitors loan grades based on customer financial performance as well as industry and other considerations.
- Assists in the development and implementation of systems, risk control, and policies and procedures in line with regulatory requirements, bank's policies, and targets.
- Assumes leadership roles in community organizations; being visible at community events and serving as a good citizen within our community.
- Actively participates in professional growth in banking, lending and leadership.
- Participates in a work environment that promotes positive communication and teamwork, efficiency and productivity, strong internal communication, and compliance with Bank policies and procedures.
- Assists the compliance officer in preparing for audits and regulatory examinations and provides timely responses to examinations and audits. Assisting the compliance officer in development and implementation plans for correcting deficiencies noted in examinations and audits.
- Demonstrates the highest standards of personal and professional integrity, adheres to bank's policies and procedures, and complies with applicable laws, government rules and regulations.

**Qualifications:**

- Bachelor's degree in accounting, finance, or related fields is required, and formal credit training is strongly preferred.
- Current registration under the National Mortgage Licensing System and Registry (NMLS) preferred.
- Minimum 5 years of prior professional experience in consumer and/or commercial lending.
- Strong credit experience and organizational skills required.
- Experience in sales and new business development required
- Ability to work in a team as well as independently in a fast-paced environment.
- Excellent customer service skills with internal employees and external customers.
- Ability to present transactions for approval to clients.
- Personable and energetic, with a strong attention to detail needed
- Excellent verbal and written communication skills.
- Ability to prioritize and multi-task responsibilities and workflow.
- Experience in all aspects of lending, including regulatory compliance, required.
- Ability to maintain proficiency in software relevant to job responsibilities.

- Must live in or be willing to relocate to Elmwood or surrounding area.
- Ability to travel to customer location.

Loan Officer is expected to engage in continuing professional education on an ongoing basis

**License/Certification:**

- NMLS (Preferred)

**Job Type:**

- This is a full time, exempt position eligible for a competitive benefit package.

**Pay:**

- TBD

**Benefits:**

- Profit Sharing
- Health insurance
- Life insurance
- Disability insurance
- Paid time off

**Schedule:**

- 8 hour shift
- Monday to Friday

**Work Location:**

- 104 E Main St, Elmwood, Illinois 61529. Remote is not an option.

We are a drug-free workplace. Pre-employment background checks and credit reports are performed on all new hires, in accordance with applicable laws and regulations.

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, familial, marital or veteran status, disability, or any other legally protected classes.