



## CAREER OPPORTUNITY

**DATE:** November 13, 2020

**POSITION:** Branch Operations Specialist

**LOCATION:** Tuscumbia Branch Office

**SALARY:** Commensurate with Experience and Qualifications

**REPORTS TO:** Branch Manager

### COMPANY PROFILE:

Alabama Farm Credit is an aggressively growing \$981 million Farm Credit association dedicated to the financial needs of our rural communities. In short, we help fund new ways to grow food, generate energy, access technology, and otherwise improve life in rural America. A career at Alabama Farm Credit can offer you the opportunity to make a personal impact on the people and communities where we do business. The institution is headquartered in Cullman, AL with five offices that serve the northern twenty-seven (27) counties of Alabama. We continue to serve the agricultural related needs of the two major metropolitan areas of Alabama in Birmingham and Huntsville. We also provide competitive compensation, health and wellness benefits, company-funded retirement plan, "best in market" matching 401(k), and professional development programs.

### POSITION SUMMARY:

The Branch Operations Specialist is responsible for performing senior-level loan administration of a complex nature that requires evaluation, independence, and the ability to anticipate and identify what is needed to successfully administer a loan from application to closing. The ideal candidate should be able to develop new processes and procedures for recommendation to the Branch Manager.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in Business Administration, Agricultural Economics, Finance, or related field plus five (5) or more years of financial operations, loan support operations, accounting, or banking experience. Candidate must possess excellent communication skills, ability to work in a fast-paced environment while performing a broad range of simultaneous duties, and have the prior knowledge to grasp processes quickly, accurately, and efficiently.

### JOB PURPOSE AND SCOPE:

- Organizes loan applicant information for review and analysis by loan officers and inputs pertinent loan data into delivery system.
- Prepares loan closing documents and related materials.
- Collects loan payments and performs related tasks required to service loans.
- Answers customer inquiries and resolves routine issues while fostering good customer relations.
- Prepares documents and correspondence for association reports.

- May assist loan officers in gathering and maintaining collateral information for input into the delivery system.

**BENEFITS:**

- An outstanding company-wide incentive program
- Accommodating and flexible vacation and sick leave
- 12 paid holidays
- 401(k) plan with up to a 9% employer contribution/match
- Affordable health, dental, and vision plans
- Employer paid life insurance and disability
- Tuition reimbursement (100%)
- Up to \$800/year wellness reimbursement
- Company paid clothing allowance
- Company paid cell phone and laptop

**APPLY OR REQUEST ADDITIONAL INFORMATION:**

If you would like to apply, please send your resume to:

Alabama Farm Credit, ACA  
Attn: Brandi Jones  
P. O. Box 639  
Cullman, AL 35056-0639  
Email: [careers@alabamafarmcredit.com](mailto:careers@alabamafarmcredit.com)