



CAREER OPPORTUNITY

DATE: November 13, 2020

POSITION: Closing Specialist

LOCATION: Administration Office, Cullman, AL

SALARY: Commensurate with Experience and Qualifications

REPORTS TO: Closing Supervisor

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:

Primary responsibility of the Closing Specialist is to be responsible for the verification of necessary documents for loan closings. Prepares loan closing documents, forms, notices, and loan reports. Specialized knowledge of legal descriptions, documentation of real property, title commitments/policies, and underwriting standards related to title examination desired. Works under general supervision.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in Business Administration, Economics, Finance, Accounting or a related field preferred and a minimum of three (3) to five (5) years of experience in the banking or mortgage industry required.

JOB FUNCTIONS AND SCOPE:

- Verify loan closing data; update info as needed
- Review executed closing documentation and forward closing instructions to applicable attorney
- Requests loan disbursement
- Records new loans, establishes relevant files, and maintains a variety of loan records
- Monitors the booking of loans and verifies the accuracy of the database

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

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: resumes@alabamafarmcredit.com

Requirements of the job include the ability to do the work, with or without reasonable accommodations. It is the Association's policy to make reasonable accommodations for individuals with disabilities. Leadership retains the right to add, subtract or change duties of the position at any time. This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.