



CAREER OPPORTUNITY

DATE: November 17, 2020

POSITION: Loan Operations Specialist

LOCATION: Cullman, Administrative Office

SALARY RANGE: Commensurate with Experience and Qualifications

REPORTS TO: Loan Operations Manager

COMPANY PROFILE:

Alabama Farm Credit stands strong as an \$982 million enterprise dedicated to the financial needs of 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 also provide competitive compensation, health and wellness benefits, company-funded retirement plan, matching 401(k), and professional development programs.

POSITION SUMMARY:

The Loan Operations Specialist is responsible for post-closing documentation and loan accounting system review to ensure closed loans were properly executed. The candidate for this role will be focused on loan accounting maintenance of all customer loans by responding to loan modification requests, customer service inquiries and assisting with moderately complex issues. As an operations specialist, the candidate must possess an understanding of standard processes and procedures and have the ability to perform under general to minimal supervision.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A Bachelor's degree in Accounting, Business Administration, Finance, or related field plus a minimum of three (3) to five (5) years of experience in banking, lending, or accounting with a related financial services organization required.

JOB PURPOSE AND SCOPE:

- As a member of the Loan Operations team, primary responsibilities include maintenance and updates to Alabama Farm Credit's loan accounting system (Cardinal) such as:
 - Customer to account relationships
 - Stock & patronage ownership
 - Deceased & divorce codes
 - Release of Liability
 - Collateral updates and code updates

- Bankruptcy, financial statements, and LSI insurance
- Additional responsibilities involving loan servicing include:
 - Change of billing
 - Reamortizations
 - Conversions
 - Extensions
 - Collateral Releases

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: employment@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.