



Independence BANK

Banking on the Hi-Line

KOA Credit Assistant

POSITION SUMMARY

This position requires team efforts in nurturing Independence Bank's strategic relationship with Kampgrounds of America (KOA) and its franchise campground network. This position is responsible for administering equal credit opportunity lending activities in accordance with established lending policies and procedures to minimize loan portfolio losses, maintain consistent underwriting standards and ensure uniform grading and credit quality standards. This position is also responsible for maintenance of loan files as well as for providing administrative support to loan officers in preparation of loan documentation.

Will analyze and spread tax returns, prepare balance sheets, cash flows and loan authorization along with all other documentation in preparation. Will prepare all documents necessary for the satisfactory perfection of the loan. Examples of such documents include lien filings, UCC's mortgages, title insurance and proof of insurance, etc. Responsible for booking the loan on the Bank's accounting system, including writing tickets and scanning all promissory notes and loan authorizations.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in business or related field(or within a semester of completion); one to three years previous banking and/or related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid driver's license.

For a full job description and physical demands, please contact the Human Resources Department. Independence Bank EEO/Employer/Vet/Disabled