



Loan Processor – Downtown Cleveland

Century Federal Credit Union, established in 1948 and one of the largest credit unions in Northeast Ohio, has an opening for a Loan Processor at our Downtown Cleveland location. Do you have what it takes to join our team? If so, we want to speak with you.

This position is responsible for supporting the processing of applications for consumer & mortgage loans made by the Credit Union. Handle all facets of forced placed, credit life and credit disability insurance programs. Provide quality member service through timely loan application processing and member inquiry/problem resolution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process loan applications for all types of loans made by the Credit Union. This encompasses input, credit bureau requests and generating of the necessary information to enable the credit request to be assessed.
- Assist in HMDA processing responsibilities.
- Completed and understand all facets of the mortgage process.
- Support mortgage loan consultant and assist members with questions as needed.
- Provide support to branch personnel to assist them in servicing member loan requests up to and including taking applications when conditions dictate.
- Institute action to file credit life/disability claims with carrier for members.
- Institute action to file liens on vehicles and track timely receipt of titles and legal documents for loans.
- Process various loan reports, prepare information for various Board Committees and management as requested and perform various controls.
- Ensure that all member inquiries/problems, regardless of the means by which received, are resolved in a timely manner.
- Perform related operational and administrative functions relating to student loans.
- Process duties related to daily mail, filing and other areas as necessary.

- Adhere to and uphold all written policies and procedures of the credit union, including BSA/CIP and OFAC monitoring and reporting, security operation and personnel policies.
- Process mortgage satisfactions and lien releases in a timely fashion
- Other duties to be assigned as needed.

JOB REQUIREMENTS

- Basic lending knowledge required plus familiarity with personal computers including word processing and spreadsheet software.
- Knowledge of and compliance with all necessary regulations including, but not limited to, BSA, CIP, US Patriot Act, Fact Act, etc.
- Previous office experience required, preferably in lending or other related field.
- High School graduate or equivalent.
- Registered/Certified Mortgage Loan Originator (MLO) with the National Mortgage Licensing System through submission of background check and fingerprinting.

The successful candidate must meet and comply with all requirements set forth in the SAFE Act, including, but not limited to successful completion of the required background checks and drug screen.

Century Federal Credit Union offers competitive pay, a full range of outstanding benefits including tuition refund, opportunity for advancement, and work/life balance. We, at Century Federal Credit Union, believe that by valuing the differences among us, we demonstrate our commitment to treating all of our employees and members with fairness, dignity and respect. "Together We're Better" is our motto.

Century Federal Credit Union is an Equal Opportunity Employer committed to engaging a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

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