

Union Bank is accepting resume`s for the position of Loan Operations Manager, located in the Bank's St. Marys office. This position provides supervision and oversight to a small administrative staff that provides back-office support to the lending function. Responsibilities include: post-closing quality control of loan documentation; tracking exceptions; producing reports for executive management; accurate input of new loans into the Bank's core system; obtaining current financial information from commercial borrowers; updating borrower records; balancing core subsystems; training department staff; and other forms of operational support to the lending function.

An Associates or Bachelor's degree is preferred; or, at a minimum, equivalent work experience and knowledge of all types of loan operations, procedures and documentation (consumer, consumer mortgage, and commercial loans). Familiarity with Wolters Kluwer loan documentation systems is a plus. Also, familiarity with loan functions within Fiserv's Precision core system is a plus. Excellent written and verbal communication skills required, as are strong organizational skills.

To apply, forward resume` and cover letter to hr@hometownbanc.com.