



State Bank of India  
(California)

## LOAN PROCESSING OFFICER

**SUMMARY:** Responsible for the accurate and timely processing of commercial, SBA, real estate, equipment leasing and SNC loan related transactions. Processes loan payments and advances. Utilizes loan documentation software to board loans and enter information into the Bank's Core system. Works closely with lending personnel to ensure effective processing of transactions. Researches and resolves customer inquiries. Complies with bank policies and procedures and federal and state regulations. Prepares and distributes loan related forms and reports. Responsibilities include:

- Performs routine and complex tasks related to the boarding of commercial, SBA, real estate, equipment leasing and SNC loan documents.
- Performs timely and accurate processing of all loan boarding related transactions for commercial, SBA, real estate, equipment leasing and SNC loans.
- Reviews Title policies for accuracy and negotiable items for processing.
- Assists department with problem resolution and daily account reconciliation.
- Processes loan payments, payoffs, disbursements, title/escrow fee refunds, loan transfers and annual statements.

### QUALIFICATIONS:

High School Diploma/GED or equivalent; a minimum of four years related experience in commercial loan processing or equivalent combination of education and experience. Must be well organized, responsive, detail oriented and PC proficient (Microsoft Office Suite). Strong written and verbal communication and interpersonal skills required. Strong attention to detail with a high degree of accuracy and ability to multi-task. Experience with loan information systems required. Knowledge of Accounting software, Microsoft Excel, Word & PowerPoint. Ability to learn new technologies quickly and understand complex problems. Proficient in Microsoft Office (Word, Excel, PowerPoint). Experience with Horizon and LaserPro. Proof of vaccination required.

### TO APPLY:

If you would like to apply, please submit your resume via email at [careers@sbical.com](mailto:careers@sbical.com) or Fax: 213.489.4560.