



YANKEE FARM CREDIT

Building Relationships That Last Generations

Job Posting – Applications Accepted Through 5/12/17

Title: Loan Documentation Specialist
Location: Derby, VT

This position is responsible for the effective technical support of the branch credit function including the complete and timely preparation of loan documents, closing of loans, and review of loan files. The incumbent is responsible for processing credit life insurance, tracking casualty and key man life insurance, and as the legal document custodian for the branch. Incumbent is responsible for accuracy and quality of credit life documentation. The incumbent will have loan quality control responsibilities for all loans.

Principal Accountabilities/Essential Job Functions:

- Confirms that Loan Approval Process was followed resulting in proper approval within authority. Collaborates with Loan Officer and Credit Analysis in understanding the financing proposal and approval to ensure proper legal documents are prepared and executed to allow repayment or collection of loans and perfecting interest in security.
- Collateral And Legal Documentation - Prepares and monitors preparation of legal instruments and security documents to insure validity and collectability of branch loans. Provides office loan quality control function by preparation and review of documentation for accuracy as well as providing post review worksheets to loan officers for corrective actions. Incumbent is responsible for follow up corrective actions by loan officers and will document corrections.
- Marketing - Contribute to an Association image of excellence by way of prompt delivery of high quality service and current knowledge of agriculture, agribusiness, and agricultural organizations.
- Teamwork - Assist Branch and Association in meeting goals and objectives through effective teamwork and cooperation. Provide backup to other loan officers and credit analysts. Promote open and constructive communications and the attitude of "What can I do to help you?"

Essential Requirements/Qualifications: Position requires an Associate's degree in business, economics or a related field. Legal experience strongly preferred.

To be considered for this position, please send a cover letter and resume to: Ruchel St. Hilaire, Yankee Farm Credit, 289 Hurricane Lane, Suite 102, Williston, VT 05495 or e-mail it to Ruchel@yankeeaca.com.

Yankee Farm Credit offers a full, progressive benefits package. Yankee Farm Credit is an equal employment opportunity employer, disabled and veterans.