

## **QCR Holdings, Inc Job Description**

**TITLE:** Loan Quality Specialist I

**REPORTS TO:** AVP, Loan System Administrator

**DEPARTMENT:** Loan Operations

**LOCATION:** Davenport – Brady Street

**JOB SUMMARY:** This position is responsible for all post booking loan documentation reviews for Commercial, Consumer, and Real Estate loans, and barcoding/imaging of Loan Quality and Loan Operation documents. This position also performs post-closing Loan Quality reviews on Consumer loans, as well as other balancing. Performs additional balancing and review functions as well as other tasks.

### **ESSENTIAL FUNCTIONS:**

- Performs review of all new and renewed loan information input into core system for Commercial, Real Estate and Consumer loans on a daily basis, verifying to loan documentation and ensuring accuracy.
- Is able to perform loan documentation post-closing reviews for Consumer loans, issuing ticklers as needed. This function is performed to ensure intent and cohesion with the loan approval, loan policy and compliance.
- Reconciles loan general ledger accounts for all banks on a monthly basis.
- Performs daily review of file maintenance (including but not limited to Note Maintenance, Participation Maintenance, and CIF Maintenance) as well as other monitoring, reporting, tracking, etc.
- Reviews and bar codes QCRH Loan Operations and Loan Quality documentation. Serves as backup for imaging.
- Works on projects as assigned.
- Other duties as assigned which may include providing back up for some of the responsibilities assigned to the Loan Quality Specialist II.

### **QUALIFICATIONS:**

- High School Diploma or equivalent.
- 1 to 2 years experience in the loan area with specific knowledge of bank loan documentation and comprehension of loan process / procedures.
- Ability to pay great attention to detail is imperative.
- Strong computer skills including Microsoft Word and Excel.
- Excellent oral and written communication skills.

Posting Date – 9.10.2019

Deadline to apply – 9.16.2019

Grade: 4