

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

**TITLE:** Loan Quality Specialist I

**REPORTS TO:** VP, Loan Quality Assurance

**DEPARTMENT:** Loan Operations

**LOCATION:** Brady-Operations

### **JOB SUMMARY:**

The LQS I position is responsible for post booking review for Commercial, Mortgage and Consumer loans which includes importing documentation. LQS I is also responsible for the daily file maintenance review process. This position will also reconcile loan general ledger accounts for all banks monthly.

### **ESSENTIAL FUNCTIONS:**

- Performs new and renewed loan post booking review process for Commercial, Mortgage and Consumer loans
- Works with management to improve efficiencies within team processes
- 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
- Reconciles loan general ledger accounts for all banks on a monthly basis
- Imports QCRH Loan Operations and Loan Quality documentation
- Performs other duties, and participates in special projects, as assigned by management

### **QUALIFICATIONS:**

- High School Diploma or equivalent
- 1-2 years of experience in the loan operations area or equivalent area
- Knowledge of loan documentation across various loan products and comprehension of loan process / procedures
- Critical thinking skills, detail oriented, ability to prioritize and organize workflow independently.
- Strong computer skills including Microsoft Word, Excel and Adobe
- Excellent oral and written communication skills