

# WEE FEDERAL CREDIT UNION

## Loan Officer Job Description & Duties

Provide excellent member service to members regarding daily transactions, addressing inquiries, and problem resolution in accordance with WEE Federal Credit Union policies. Through face to face interactions with members, you will have the opportunity to provide top-notch member service by handling financial transactions accurately and efficiently. Contribute directly to the success of WEE Federal Credit Union by recognizing and uncovering opportunities to make referrals on products and services.

### Duties and Responsibilities

- Gather background information on loan applicants by interviewing loan applicants and obtaining credit bureau reports.
- Assist members with the loan application process to ensure completeness of information.
- Pull credit reports for all accounts, verify debts, and estimate monthly payments for any outstanding debts not listed and add them to debts on application.
- Calculate debt-to-income ratios on loan applicants.
- Calculate how much of a loan applicant's debt is secured or unsecured.
- Complete loan applications over the phone and/or electronically.
- Determine collateral needs and payment plans for members applying for loans.
- Determine eligibility of loan co-maker from co-maker's statement and credit rating.
- Approve or deny loan applications.
- When a loan is denied, explain reasons for denial in a professional, courteous manner. Work with member to provide recommendations or alternative options for other possible ways to secure a loan in future.
- Verify the accuracy of loan amounts and repayment terms on approved loan applications.
- Complete loan documents and disburse loans when approved.
- Implement new loan products and services in accordance with management direction.
- Cross-sell lending and other credit union products.

### Required Skills

- High school diploma, GED or foreign equivalent required.
- Member service, sales and/or computer experience is strongly preferred.
- Work involves ability to perform advanced math functions.
- Work involves contact with the public, necessitating the ability to present a professional image.
- Must be able to work in a team environment with the ability to interact well, and in a positive manner, with co-workers and management.
- Need to have flexibility in scheduling.
- Perform other credit union duties when asked to do so by management.

### Equal Employment Opportunity

WEE Federal Credit Union is committed to equal employment opportunity and to providing a work environment free of unlawful discrimination and harassment. WEE Federal Credit Union will not unlawfully discriminate against qualified applicants or employees because of the applicant's or employee's race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship status, military service status, or other basis protected by law.

Please submit resumes to [toddmcginnis@weefederal.org](mailto:toddmcginnis@weefederal.org).