

Job Description

TITLE: ASSISTANT LENDING MANAGER

REPORTS TO: VP OF LENDING

STATUS: EXEMPT

Purpose

The Assistant Lending Manager ensures consumer lending policies and procedures best serve the credit union and its members. They manage the day-to-day operation of the consumer loan department. Ensure compliance with state and federal lending laws. Monitor and analyze economic conditions affecting the consumer loan department and recommend appropriate action.

Requirements

- High School Diploma (Bachelors Preferred)
- Minimum 2 years' financial institution experience in a Lending Capacity
- Prior management experience preferred
- Proficient in Microsoft Office suite of programs

Duties & Responsibilities

- Work with the VP of Lending to ensure that consumer loan policies, procedures, services, products, and documentation meet federal and state regulations
- Formulate and maintain a loan procedure manual for the consumer loan department that is up-to-date with all regulations and requirements and ensure staff training and compliance
- Work with the VP of Lending to establish budgets that support the credit union's strategic plan for the consumer loan department. Monitor progress on a regular basis.
- Maintain up-to-date knowledge of general economic conditions or changing trends that may affect the credit union's consumer loan department. Provide timely feedback that allows the credit union to react competitively
- Maintain knowledge of competitor's rates and terms and other trends relating to consumer lending. Construct products, rates, and terms that reflect the marketplace
- Provide input and recommendations for lending interest rates
- Monitor and coordinate the discretionary and mandatory loan interest rate changes
- Develop, analyze, and complete monthly loan reports. Develop procedures and reporting tools for effective information to flow through the department
- Review loan approvals and denials for soundness of decisions
- Perform audit of consumer loan files to ensure quality and that lending policies are followed
- Define appropriate limits of authority for consumer loan personnel, and ensure adequate understanding of the credit union's loan procedures and policies
- Interview loan applicants, resolve member complaints involving loan decisions or errors on their accounts, and approve or deny loan applications

- Work with the VP of Lending to mentor, coach and train managers and staff in regards to credit union loan policies and procedures
- Work with managers and members on complex issues to prevent loss to the credit union and support the membership
- Supervise the work load in the loan, home equity and collections department to ensure the smooth and efficient flow of work