

Chain Bridge Bank, N.A.



Job Title: Commercial Loan Documentation & Servicing Specialist

Department: Loan Administration

Job Location: Onsite, McLean, VA (just outside Washington DC)

Reports to: Loan Administration Manager

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A., headquartered in McLean, Virginia, is a nationally chartered bank offering a comprehensive range of commercial and consumer banking services, including traditional deposit accounts, mortgages, and loans, as well as trust and wealth management services. The bank integrates personal service with technology and strictly complies with financial and regulatory standards.

Commercial Loan Documentation & Servicing Specialist at Chain Bridge Bank, N.A.

This position will be responsible for the preparation of loan documentation and the servicing of the commercial, consumer, and residential mortgage loan portfolio. This position will report directly to the Loan Administration Manager and indirectly to the President & Chief Credit Officer of the Bank. The position will also interact with the staff supporting the Bank's commercial, mortgage, and consumer lending functions.

Compensation

The bank offers competitive pay, a comprehensive benefits package, and participation in the Chain Bridge Bank, N.A. Incentive Compensation Plan. Training and career development opportunities are also provided.

Key Responsibilities

Loan Documentation:

- Conduct pre-closing review of credit and collateral files, ensuring compliance with loan approval criteria and regulations.
- Prepare commercial and consumer loan documents accurately and promptly using Compliance One software.
- Prepare loan closing package for Business Credit Cards.
- Coordinate timely preparation of attorney-prepared documents and deliver them to relevant officers.
- Schedule and coordinate loan closings, ensuring all requirements are met.
- Prepare wire forms and deliver loan documents to clients or third parties.

Loan Servicing:

- Serve as a contact for servicing commercial, consumer, and residential mortgage loans.
- Process monthly loan payments and reconcile accounts.
- Assist in reconciling general ledger accounts and processing loan maintenance requests.
- Generate loan payoff statements and process paid-off and closed loans.

Escrow Servicing:

- Establish and monitor escrow accounts, ensuring timely payments.
- Conduct annual escrow analyses and communicate with borrowers.
- Contact municipalities and insurance companies for necessary information.

Pre-closing:

- Establish collateral files and order required reports and documents.
- Coordinate with third-party vendors for appraisal engagements, appraisal reviews, and review loan documents.
- Perform initial loan setup in Compliance One system and conduct pre-closing document review.
- Preparation and ordering of IRS Form 4506-C for commercial loans.

Post-Closing Activities:

- Review signed loan documents and book loans onto the core system.
- Confirm proper fund disbursement and complete post-closing checklists.
- Manage collateral files and follow up on related items.

Other Duties:

- Coordinate loan files for audits and regulatory exams.
- Assist with withdrawn and declined loan applications.
- Support HMDA reporting and SBA submissions.
- Assist with department procedures and quality control.
- Maintain proficiency in bank products and services.
- Attend bank-sponsored events and provide customer service support.
- Perform administrative tasks as assigned.

Qualifications

Skills & Qualifications:

- Prior commercial loan servicing or similar experience;
- Prior commercial loan documentation preparation experience;
- 3+ years of commercial banking experience;
- Prior experience with Jack Henry SilverLake core processing system preferred;
- Prior experience with Compliance One or other loan documentation systems preferred;
- Job requires ability to carry boxes of loan files (10-25 lbs.);
- Ability to manage multiple assignments and heavy workload;
- Bachelor's or Paralegal Degree or similar training a plus;
- Notary a plus.

How to Apply:

Please submit a resume and cover letter in PDF format to HR@chainbridgebank.com. We encourage highly qualified candidates to apply and look forward to reviewing your application.

Additional Information

Complying with all applicable safety and soundness and consumer compliance laws and regulations, taking the annually required consumer compliance courses, and adhering to the policies and procedures that facilitate compliance will all be factors considered when evaluating individual performance. Individual performance is rewarded in annual salary adjustments.

Bank compliance with laws and regulations is a factor considered in the calculation of incentive compensation. The ratings that the Bank receives from its regulators and its auditors are factored into the annual incentive compensation calculation. Your adherence to these laws and regulations and the policies and procedures that support them directly affect the Bank's compliance. Annual incentive compensation rewards team performance. An employee will not be eligible for incentive compensation unless he/she takes the consumer compliance courses required of all employees and all the required consumer compliance courses for his/her job description or job responsibilities by the end of each calendar year. All required consumer compliance courses for the applicable year will be outlined in the Compliance Management Program made available to all employees.