

Chain Bridge Bank, N.A.



Job Title: Loan Documentation & Servicing Specialist

Department: Loan Administration

FLSA Status: Non-Exempt

Reports to: Loan Administration Manager

The 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.

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. is a nationally chartered bank offering a comprehensive range of commercial and consumer banking services. These services include 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.

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.

Duties

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.
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Qualifications

The bank seeks a candidate with:

- Prior loan servicing or similar experience;
 - Prior loan documentation preparation experience;
 - 3+ years of commercial or mortgage 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.
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Compliance

The Loan Documentation & Servicing Specialist must comply with relevant laws and Chain Bridge Bank, N.A. policies to maintain a professional and respectful workplace. Responsibilities include upholding internal policies on risk management, safety, and regulatory compliance. Strict adherence to federal and state banking laws and client confidentiality is essential. Performance evaluations will assess compliance with these policies and the successful completion of required consumer compliance courses.

How to Apply

To apply, send a cover letter and resume in PDF format to hr@chainbridgebank.com. We look forward to reviewing your application and introducing you to our team at Chain Bridge Bank, N.A.