

Chain Bridge Bank, N.A.



Job Title: Loan Specialist

Department: Credit

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

Reports to: Vice President, Loan Administration

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.

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

This is an associate-level position for a consumer and mortgage loan specialist. Once proficiency is achieved, this position will cross-train with commercial loan specialist position. No prior loan or mortgage experience is necessary, however excellent communication, computer and excel skills are a must.

Loan Servicing:

- Serve as a contact for servicing consumer and residential mortgage loans
- Support for mortgage loan officers
- Booking new mortgage and consumer loans into core system
- Process monthly payments and reconcile accounts
- Assist reconciling general ledger accounts and processing loan maintenance request
- Generate loan payoff statements and process paid-off and closed loans including release of liens
- Prepare wire forms for mortgage funding
- Ensure original documentation is securely stored
- Insurance tracking and updating, assuring the Bank is listed as mortgagee
- Review of HMDA data fields
- Communicating with mortgage servicer and applying payments accordingly
- Monitoring loans for tax payment delinquencies

- Process construction draws
- Collect collateral statements and monitor pledged accounts' values

Consumer Loans:

- Perform due diligence and accurately and completely prepare all applicable loan documentation using the bank's loan documentation software

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

Other Duties:

- Coordinate loan files for audits and regulatory exams
- Assist with implementation of any Bank's projects and upgrades
- Oversee the retention process
- Attend bank-sponsored events and provide customer service support
- Perform administrative tasks as assigned
- Ability to carry boxes of loan files (10-25 lbs.), as needed
- Other duties as assigned
- A plus: previous mortgage experience and TRID knowledge

Qualifications

Skills & Qualifications:

- Ability to manage multiple assignments and heavy workload
- Knowledge of word processing, spreadsheets and general computer skills

Education & Experience:

- High school diploma, or a bachelor's degree in a relevant field.
- Equivalent industry experience in lieu of a degree will be considered, with a preference for candidates who have demonstrated a strong track record of success in the field.
- Additional certifications, specialized training, or relevant work experience are a plus.

How to Apply

Please submit a resume, cover letter, and transcripts 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.