**JOB DESCRIPTION**

**Position:** Loan Processor

**Reports To:** Vice President, and Loan Servicing Manager

**Department:** LoanServicing

**Location:** Clearwater, FL

**Status:** Non-Exempt

**Schedule**: Part Time (9 am to 3 pm – Mon-Fri)

**The Company:**

Churchill Stateside Group, LLC (“CSG”) is an investment and mortgage banking firm offering a full range of debt and equity capital services directed towards multifamily affordable housing, commercial real estate, and renewable energy sectors.

CSG continued success is a direct result of providing an inclusive culture for our employees, providing them with a sense of pride with being part of a team that helps build affordable homes and contributing to the fight against climate change. We have strived to create a quality work environment and believe that our people are the key to our long-term viability as an organization. We have been successful in creating an environment that is honest, fair, and open. We recognize that it takes people with diverse ideas, strengths, interests, and cultural backgrounds to make our company succeed. We strongly support healthy debate and provide opportunities for our team members to provide their thoughts based on their education and experiences. If you would like to work in a fast-paced, collaborative environment that welcomes innovation, please consider applying to join the CSG team.

**Position Summary:**

Responsible for maintaining a high-volume lockbox on a daily basis. Posting payments to our internal software and sending funds to multiple internal accounts within the time frame required by GNMA guidelines.

**Duties and Responsibilities:**

The Loan Processor is responsible for managing and overseeing the cash processing for the department. The primary duties and responsibilities include:

* Daily monitoring and processing of the external Lockbox using a bank website.
* Identifying and verifying all cash receipts
* Creating a daily lockbox spreadsheet
* Posting payments internally
* Initiating ACH’s, Wires and Internal Transfers for daily funds transfers to multiple internal accounts with accuracy
* Preparing daily reports
* Ensuring that the Lockbox is cleared to a $0 balance daily and/or accounting for all funds that remain.
* Other duties as assigned.

**Overall:**

The Loan Processor must have strong analytical and problem-solving skills, be highly organized, and possess excellent communication and customer service skills. They must be very familiar with Microsoft Excel.

**Supervisory Responsibilities:**

* This job has no supervisory responsibilities.

**Working Environment:**

* Climate-controlled office setting subject to extended periods of sitting.
* Use office equipment including a desktop computer.
* Ability to clearly communicate to perform essential duties.
* Primary work is done sitting and/or standing at a desk.
* Repetitive motion (keyboard, mouse, etc.)
* Work at events may require the ability to traverse uneven terrain.
* Expected to be responsive to co-workers, clients, resourceful, flexible, and respectful of others.

**Background Check Statement**

CSG conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is conditional upon successful passing of the background check.

**Note**

All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State Laws). Continued employment remains on an at-will basis.