



Loan Officer Position Description

Reports To: Senior Loan Officer
Supervises Over: None
Hours: Full Time
Classification: Nonexempt
Salary: \$52,000+ DOE
Location: Eagle Butte, SD/Remote

Job Summary

The Loan Officer is in charge of day to day operations that involve loan making. From initial intake, to underwriting and loan follow up, the Loan Officer will oversee a portion of the Portfolio.

Duties and Responsibilities

The Loan Officer's duties include, but are not limited to, the following:

- Analyze applicant's financial readiness and provide financial literacy training and loan assistance to clients based on their needs.
- Work with clients in sensitive situations.
- Close loans with clients and ensure completion of file pre and post closing.
- Follow up loans with check ins and annual financial reviews.
- Complete on-site farm visits
- Technical reading and writing.
- Input data into loan servicing software correctly and maintain client records and files.
- Pull and prepare reports
- Follow all policies and procedures, and confidentiality agreements.
- Work closely with the Loan Committee.
- Travel when needed.

Minimum Qualifications

- Knowledge of lending and the agriculture industry.
- Experience with agriculture lending.
- Financial analysis skills.
- Time Management
- Experience with Native Communities and Economic Development is preferred
- Ability to travel to meetings, conferences and trainings.
- Customer service and the ability to act professionally.

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- Self driven work ethic. Ability to manage goals and follow plans.
- Familiarity with computers and willingness to learn new software.
- Effective communication.
- Flexibility to learn and adapt in a changing environment.

This position is eligible for a full suite of benefits including health, dental, vision and life insurance, retirement, and other benefits. For all questions, please contact Melissa Curley at 605-301-0581 or melissa@akiptan.org. To apply, please email your resume, references and letter of interest to melissa@akiptan.org or drop them off at our Eagle Butte office. This position is open until filled.

