



CAREER OPPORTUNITY

Job Title: Income Property Loan Associate

FLSA Status: EXEMPT

Reports To: SVP SALES Manager

Location: WEST COVINA CA.

Note: This job description is a summary of the job duties and requirements that are essential to the evaluation of the job. It is not intended to be complete in detail. These responsibilities are typical for this job; however, on occasion, individuals in this position may be required to perform functions of a higher or lower skill level not included in this job description.

ABOUT Universal Bank

Universal Bank is a premier company in West Covina CA., that has remained dedicated to the commitment of serving our local communities. We provide customized customer service by offering a full array of deposit and loan products.

Our corporate office is in West Covina CA. with five branches serving LA County in West Covina, Monterey Park, Rosemead, Eagle Rock and Arcadia. Our cultivated team are extremely knowledgeable banking professionals.

Position Summary

Builds and maintains existing and new customer relations with the goal of obtaining loans secured by income property and commercial properties, increasing Bank's fee income and cross-selling of other bank products. Initiates, accepts and packages or refers applications for multifamily, commercial, business and individual loan customers/applicants. Manages new and existing loan transactions, communicates directly with clients, partner relationships, and loan processing team.

General Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Assists with the development of loan programs and policies to achieve bank's goals and objectives.
- Initiates relationships with direct borrowers and third parties interested in obtaining loans secured by income property and commercial properties.
- Makes strategic partnerships with real estate agents, property management companies and real estate loan brokers.
- Analyzes applicant's financial status, credit and property evaluation to determine feasibility of granting loan.
- Prepares and submits loan packages to the Bank's Loan Center, recommends loan terms and conditions.
- Provides support to processing and underwriting team to see the loan application through approval and funding stages.
- Directs and implements business development activities to increase client outreach, and maximize customer and partner relationships.
- Manages their client pipeline so as to meet specific loan volume as established by management.
- Documents calls and business development activities with weekly call reports to supervisor.
- Establishes priorities; discusses client problems or complaints with supervisor.
- Provides back-up support to Income Property Loan Officers.
- Maintain current knowledge and comply with the Bank's obligations under the Bank Secrecy Act (BSA)/ Anti-Money Laundering (AML)/ Office of Foreign Assets Control (OFAC) (collectively BSA/AML/OFAC) Regulations. Adhere to the Bank's BSA/AML/OFAC Policies and Procedures (collectively the Program). Employee shall cooperate with and support the Bank's BSA/AML/OFAC Program. Employee shall be held accountable for any lack of cooperation or performance that weakens the Bank's BSA/AML/OFAC Program as reflected by periodic monitoring, independent audits, and regulatory examinations. Employee is required to complete periodic training under the BSA/AML/OFAC Regulations, including online training and/or in-person training, as appropriate depending on job responsibilities.
- Maintain current knowledge and comply with the Bank's obligations under federal and state banking laws and regulations. Adhere to the Bank's Compliance Policies and Procedures. Employee shall cooperate with and support the Bank's Compliance Policies and Procedures. Employee shall be held accountable for any lack of cooperation or performance that weakens the Bank's performance as reflected in periodic monitoring, independent audits, and/or regulatory examinations. Employee is required to complete periodic training under various job-related compliance topics including online training and/or in-person training, as appropriate.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Sales and marketing experience.

- Knowledge of lending and underwriting policies and procedures.
- Three to five years previous lending experience, including at least one year with cash flow analysis or underwriting experience.
- College degree in real estate finances, or related area or equivalent experience.
- Knowledge of all federal and state regulations regarding lending.
- Superior analytical thinking and mathematical skills.
- Excellent organizational and time management skills

Communication skills:

Good written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.

Computer skills:

Accurate typing/keyboarding skills; basic computer skills, including the use of word processing and spreadsheet software applications (WORD, EXCEL), and e-mail delivery systems.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk and sit.
- The employee must occasionally lift and/or move up to 10 pounds.
- No specific vision abilities required by this job.
- Noise level in the work environment is usually moderate

Universal Bank is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.

You may or may not receive a response to your inquiry by email, mail or fax depending on the number of job openings, volume of inquiries, and your qualifications.