



Positions Available as of 08/26/2025

FULL TIME LOAN ASSISTANT- ATHENS TYLER STREET

Summary: Prepares loan packages and documentation in accordance with establishment guidelines and policies by performing the following duties.

Essential Duties and Responsibilities include the following:

- Reviews and prepares loan packages and documentation following underwriting guidelines and policies.
- Prepares loan documentation file.
- Tracking all loan files.
- Enters loan information into computer database or log.
- Process special documents to adhere to loan policies.
- Ensures all adjustments and entries are made timely and accurately.
- Prepares title work.
- Works with the Credit department if force place insurance is needed.
- Ensuring all insurance notices are completed and files documentation if requested.
- Coordinates special documents to cover unusual loan terms with legal department.
- Ensures all title issues are met and that loan is properly recorded.
- Conduct Loan Maintenance including loan closing transactions.

FULL TIME ETGF K'CPCN[UV- ATHENS FQY PVQY P

Summary: To prepare analysis of new and existing loans of the First State Bank of Athens and assist in the administration of processing loans.

Essential Duties and Responsibilities include:

- Prepares spreads of company financial statements.
- Prepares cash flow of companies' and/or individuals' tax returns/financial statements.
- Prepares written loan packages for Directors Loan Committee consideration.
- Attends and presents financial reports at Loan Committee meetings.
- Prepares worksheet with loan and demand deposit account information.
- Prepares cash flow, sends cash flow to loan officer for review.
- Prepares guarantor cash flow, if appropriate.
- Reviews the credit file and any information from the loan officer.