



The National Bank of Indianapolis

Job Posting: Loan Administration

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with highly competitive compensation and benefits, our staff enjoy a sense of stability not always experienced in the general work environment, as evidenced during the global pandemic and recent Great Recession, when many employers reduced staff and benefits. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled a diverse team of talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their coworkers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at nbofi.com/careers

**The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)**



JOB POSTING**Position: Loan Administration Officer**

Purpose of Position: The incumbent is responsible for managing assigned work out credits to ensure that the quality of loan administration processes is maintained, and the documentation of loans meets established requirements and standards. The incumbent is expected to act in a professional manner and within the accepted standards and practices of the industry as well as within the Bank's Culture of Excellence.

Essential Functions:

- ◆ Develop plans of action with borrowers which present a program to ensure no loss to the Bank or to recover the maximum amount with minimum loss where possible; may work with outside professionals to develop plans
- ◆ Make presentations at various Loan Committee meetings regarding proposed plans of action and/or status reports on those plans
- ◆ Work with internal staff regarding action plans for problem loans remaining with line officers
- ◆ Ensure adherence to policies and procedures, maintaining accounting records, controlling collateral and ensuring proper loan approval and retention of documents in an accurate and timely manner
- ◆ Ensure the process of accepting, safekeeping and releasing collateral, including recording all recordable instruments, preparing reports, maintaining insurance, and documenting files in an accurate and timely manner in order to ensure the control and maintenance of all notes, general ledger and other loan documentation
- ◆ Work with clients in a professional manner to ensure rehabilitation of financial performance, maintaining relationships as determined by Workout Committee
- ◆ Participate in loan processing by: communicating with Loan Operations; communicating with senior management and Bank personnel regarding enhancements and/or amendments, including charge-offs, non-accruals and interest adjustments; resolving other problems in order to provide excellent customer service and ensure the integrity of loan processing procedures

Requirements:

- ◆ Bachelors' degree in business or accounting, or equivalent work/educational experience
- ◆ Five years of experience in commercial lending and/or credit analysis with a banking institution; workout or special assets experience preferred
- ◆ Demonstrated ability to influence lenders to correct problems and deficiencies in a loan package
- ◆ Knowledge and understanding of compliance issues and regulations
- ◆ High degree of accuracy and attention to detail
- ◆ Ability to organize and prioritize tasks
- ◆ Excellent communication and customer service skills, exhibiting a high degree of professionalism
- ◆ Excellent interpersonal skills, with the proven ability to interact effectively with individuals from diverse backgrounds
- ◆ High level of computer proficiency with strong working knowledge of MS products and similar applications

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