



AVP, Senior Loan Administrator

Paygrade: \$80,000 – \$95,000 Annually

Locations: Newport Beach, CA

Who We Are: Genesis Bank is a California-chartered commercial bank organized by a group of highly experienced successful bankers and business professionals.

Why Genesis Bank? At Genesis Bank, you will have an opportunity to make an impact and play a key role in developing and delivering on the Bank's empowering mission of providing innovative and solution-oriented products and services to its clients, all while uplifting the communities the Bank serves and beyond. Our comprehensive health, dental, and vision benefits for eligible employees are available on your first day. We also offer 401k matching, flexible time off, competitive salary, gym access, and paid federal holidays. Located in beautiful Newport Beach across from John Wayne Airport.

Duties and Responsibilities: The AVP, Senior Loan Administrator, assists the SVP, Head of Loan Operations and Credit Administration in ensuring department activities run smoothly and efficiently. Responsible for assisting with loan documentation, loan boarding, loan maintenance, payment processing and escrow administration. Additionally, you will be responsible for handling inbound and outbound customer calls.

- Works directly with Relationship Managers and Credit Administration/Underwriting to ensure all required documentation is accounted for and resolve documentation discrepancies or to obtain missing documents.
- Obtain insurance documentation for new loans when required. Ensures that insurance coverage complies with established Bank standards.
- Responsible for verifying all set conditions of funding have been met prior to the release of loan documents to the client for execution.
- Ability to accurately review and interpret Credit Approval Memos to complete loan documents, including preparation of lease subordinations, non-disturbance, and estoppel agreements if required.
- Ability to accurately review and interpret loan documentation, credit approvals for initial loan boarding onto Fiserv Premier.
- Audits all loan documents to verify prepared accurately to the Loan Doc Checklist and Credit Approvals. Performs loan funding and closure process.
- Process loan related payments.
- Monitor loan system reports for required file maintenance.
- For real estate secured transactions, monitor both tax and flood requirements to ensure compliance with all regulations.
- Customer Service - maintain a high degree of customer contact, through inbound and outbound customer calls.
- Ensures requests for loan servicing/maintenance are processed in a timely manner (e.g., pay downs, advances, etc.).
- Provide ongoing support for compliance with all applicable laws, regulations and administrative duties.
- Responsible for meeting service level agreements for production, quality control, and responsiveness.

No Supervisory responsibilities.

Qualifications & Expectations

- High School Diploma, some college, or equivalent banking experience, with an emphasis on commercial lending.
- Five years plus of general banking experience, with an emphasis on commercial loan servicing, payment processing, and escrow administration.
- Ability to interact with all levels of management and team members.
- Comprehensive understanding of general banking compliance regulations, BSA, and laws.
- Ability to routinely participate in Bank required training (hosted or self-directed), and pass with satisfactory scores, tests or assessments associated with such training.
- Excellent verbal and written communication skills/Effective listening skills/Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite, and Fiserv Premier.

We offer a highly desirable work environment with committed banking professionals who value teamwork and collaboration.

INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in working with Genesis Bank! If you would like to apply for this position, please email kwiesinger@mygenesisbank.com a copy of your resume.

EQUAL OPPORTUNITY EMPLOYMENT

Genesis Bank is an Equal Opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religious creed, color, sex (including pregnancy, breast feeding and related medical conditions), gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship status, military and veteran status, marital status, age, protected medical condition, genetic information, physical disability, mental disability, or any other protected status in accordance with all applicable federal, state and local laws. All offers for employment with Genesis Bank are contingent upon the candidate having successfully completed a criminal background check. Genesis Bank will consider qualified candidates consistent with the requirements of applicable local, state, and Federal law, including Section 19 of the Federal Deposit Insurance Act.

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