



YOSEMITE FARM CREDIT, ACA

POSITION OPENING

- POSITION:** Operations/Credit Support Specialist
- LOCATION:** Los Banos Branch
- GENERAL DATA:** Yosemite Farm Credit's vision is Helping Our Members Prosper. The Association has a collaborative work environment with shared team values.
- The Association currently provides lending services to approximately 5,000 customers with loan volume approximately \$2.4 billion. Major commodities financed include dairy and almonds, in addition to irrigated field crops, cattle, wine grapes and walnuts.
- GRADE:** Depending on experience
- RESPONSIBILITY:** Greet and assist customers; answer telephones; perform daily banking functions; maintain insurance documentation; establish and maintain member files, records and manuals; process incoming and outgoing mail; maintain inventory of supplies; and certify loan files. Support lending and loan servicing activities through coordination with Credit Analysts and Loan Officers. Manage incoming loan activity through use of Action Management Report, monitor receipt of BBC's/Feed Inventory Reports, order chattel appraisals, request updated financial information for loan reviews, loan renewals, prepare conversion documents, and monitor RLOC maturity dates. Order loan closing documents from Title Company, complete UCC filings and searches, prepare loan documents for customer signing, input customer information into HotDocs for completion of various forms/letters and other duties as assigned.
- EXPERIENCE:** Associate Degree in Business, Accounting or equivalent. Three to five years in banking, book keeping, or related work experience. Knowledge of agriculture desirable.
- Proficient in use of personal computer including Microsoft Word, Excel, Outlook and Adobe.
- Exceptional interpersonal, written and verbal communication skills. Must generate highly accurate work, meet deadlines, and effectively manage changing priorities.
- FINAL FILING DATE:** Applications will be accepted through October 26, 2016.

To be considered for this position, send personal resume and references to Human Resources Assistant, Yosemite Farm Credit, ACA, P. O. Box 3278, Turlock, CA 95381 or email TEL@YFC.AG. Please mark all correspondence "**CONFIDENTIAL.**" If you have any questions or need additional information about the position, please call Christine Pickard at (209) 827-3885 or e-mail at CP@YFC.AG

Issue Date: September 30, 2016

EEO/AA/M/F/V/D EMPLOYER