



Indirect Loan Closer Job Description

Job Title	Indirect Loan Closer		
Department/Group	Lending-Consumer	Position Type	Full-Time
Reports to:	Indirect Lending Supervisor	FLSA Status	Non-Exempt
Location	Dallas, TX – Admin Office	Supervises Direct:	N/A
Schedule	Monday-Friday 8:00AM-5:00PM		
Travel Required	No regular travel required		

Job Description

SUMMARY

America's Credit Union, a Dallas/Fort Worth, TX based credit union, is looking for an **Indirect Loan Closer** to join its Consumer Lending team.

The **Indirect Loan Closer** is a hands-on role, preparing all indirect loans for closing.

ROLE AND RESPONSIBILITIES

- Receive, review, and fund all indirect and lease loans received from dealers, including opening account, input information in the required systems, wiring of funds, input on required spreadsheets, send for scanning daily and maintain contact with the dealers for loans that cannot be funded.
- Follow all credit union policies and procedures.
- Preserve integrity and confidentiality of Credit Union data.
- Additional projects and other duties as assigned.

KNOWLEDGE, EXPERIENCE & SKILLS

- Minimum 1 to 3 years of similar or related experience in the financial industry
- High school diploma or equivalent.
- Ability to complete assigned tasks with moderate supervision.
- Ability to self-pace and take an active role in development of knowledge and skills.
- Excellent verbal and written communications skills.
- Excellent time management and organizational skills.