

LOAN PROCESSOR

West Central Wisconsin Regional Planning Commission (WCWRPC) is seeking a full-time Loan Processor to assist in servicing business loans and processing new loans for the Regional Business Fund, Inc. Responsibilities include the preparation of loan closing documents; maintenance and completion of loan files; generation and maintenance of loan servicing reports; collection and accounting of loan payments; and other duties as needed. Additional responsibilities may be added depending on qualifications or experience. WCWRPC is searching for an individual with prior loan processing experience, strong attention to detail, excellent communication skills, and proficient knowledge of Microsoft Office programs. Salary range from \$34,000 to \$42,000 with an excellent benefits package. Send resume and cover letter to Lynn Nelson, Executive Director, WCWRPC, 800 Wisconsin Street, Mail Box 9, Eau Claire, WI 54703-3606 or lnelson@wcwrpc.org by August 11, 2017.