



**EMPLOYMENT OPPORTUNITY  
VISION CREDIT UNION LTD.  
CORPORATE OFFICE - CAMROSE, AB  
LENDING SUPPORT OFFICER**

**The Position:**

The Lending Support Officer is responsible for systematically sampling the adequacy and accuracy of all loan documentation processed by branch staff. Other responsibilities will include the performance of related clerical duties, such as spreadsheet processing, maintaining filing and record systems. The Lending Support Officer will carry out these duties while maintaining a strict adherence to all appropriate legislative regulations, organization policies, and professional practices.

This is a full time permanent position.

For complete job posting details, please visit our website [www.visioncu.ca/en/about-vision/careers](http://www.visioncu.ca/en/about-vision/careers)

**The Person:**

- Proven lending experience in a financial institution an asset.
- Strong problem identification and problem resolution skills.
- Effective attention to detail and a high degree of accuracy.
- Computer literate, including effective working skills of MS Word, Excel and e-mail.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Cooperative or Credit Union industry experience is a benefit.

**Compensation:**

- Salary range: \$45,000 to \$55,000/annually.
- Comprehensive benefits package.

**SUBMIT RESUME AND COVER LETTER TO:**

Jennifer Hormann,  
Vice President of Human Resources  
Vision Credit Union Ltd.  
Corporate Office  
5007 – 51 Street  
Camrose, Alberta T4V 1S6  
Fax 780-679-0569  
[jobs@visioncu.ca](mailto:jobs@visioncu.ca)

Only those individuals invited for an interview will be contacted.

**Position Title:** Lending Support Officer I & II  
**Reports To:** Manager of Lending Support Services/ Assistant Manager of Lending Support Services/Lending Support Services Supervisor

## Summary

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## Job Duties/Responsibilities

- Verification of all imaged loan files.
- Audit Loan documentation to Banking System and other applicable loan systems.
- Verify applicable DRVA and cView loan reports for accuracy, reconciliation, errors, and research as required.
- Assist branches as required in a positive, friendly and timely manner.
- Prepare mortgage renewals for designated branches.
- Audit La Crete Branch Ag and Commercial loans prior to branch disbursing.
- Maintain an error and omissions tracking system on outstanding loan issues.
- Monitor email notifications daily for submissions attached to error and omissions tracking system.
- Review new insertions daily and ensure accuracy of placement of documents in imaging.
- Process discharges of mortgages, caveats, and any applicable collateral indicated on branch prepared paid loan checklists submitted to the Branch Portal.
- Process margining reporting for branches.
- Submit 10% CUDGC reviews monthly to Adjudication
- Reconcile and remit monthly FNF billing
- Register all liens through APPRES and Spin II (Land Titles).
- Review and renew any applicable PPSA registrations monthly from the PPSA Expiry Report.
- Process loan payment reversals as required.
- Process taxes and image paid loans.
- Commissioner for Oaths on security documentation as required.
- Prepare commercial and agricultural loan documentation.
- Prepare documentation for all staff loans.
- Support and communicate to designated branches when preparing loan documentation.
- Preparation of mortgage instructions and all other necessary documentation for all branches to be forwarded to a lawyer's office and FNF.
- Track loan applications from the branches that require documentation or approval from Adjudication, Director of Credit, Senior Vice President of Credit or Credit Committee.
- Prepare, reconcile and process Kanata.
- Verify the quality and quantity of loan documentation in imaging to ensure legibility to meet Vision Credit Union Ltd. standards and risk assessment.
- Maintain imaged paper documents and reports according to retention schedule.
- Adhere to all Vision Credit Union Ltd. policies and procedures.
- Follow all compliance policies and procedures in relation to Anti-Money Laundering and Anti-Terrorist Financing Guidelines.
- Assist the Manager of Lending Support Services/Assistant Manager of Lending Support Services/Lending Support Supervisor with other duties as assigned.

## Requirements

- High school diploma.
- Proven lending experience in a financial institution an asset.
- Strong problem identification and problem resolution skills.
- Effective attention to detail and a high degree of accuracy.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Computer literate, including effective working skills of MS Word, Excel and e-mail.
- Effective communication skills with individuals at all levels of the organization.
- Ability to adapt to and learn new software.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to work well under pressure and meet set deadlines.
- Good organizational, time management and prioritizing skills.
- Attention to detail in all areas of work.
- Confident, consistent, decisive personality.
- Able to work efficiently as part of a team as well as independently.
- Meticulous records maintenance skills.

**Vision Credit Union Ltd. – we “see” banking differently.**

**We may very well be the right fit for *you*....and *you* for us.**

We’re Vision Credit Union. Although we offer loans, deposits, financial planning service, RRSP’s, mutual funds, insurance products and other product that most F.I.’s are able to offer, we do things a little (some would say a lot) different at our “shop”.

Our focus is our 37,000 member-owners. We’re an organization based on principles over profit. If you are eager to launch a rewarding career with our organization, you will need to be able to naturally and consistently provide “well above the norm” member service. After all, the Credit Union system has been chosen tops in Canada for twelve years straight in the area of customer service. That’s a reputation we pledge to continue.

We believe that charging excessive fees or providing products and services that benefit our Credit Union more than our valued members is wrong. We also believe that the bulk of our profits must be shared by our members and that some of our profits need to be channeled back to community initiatives in the small rural communities where we live and work.

At Vision Credit Union, an equal opportunity employer, we treat members special. Our goal is to ensure that every one of our members feels like an extension of our “family”. The team, of which you would be a part, is small in numbers but capable of “moving mountains”. We believe in common purpose (life-long member-owners). We strive for error-free work and accountability. We’re collectively recognized for our great work: in both 2016 and 2017 Vision C.U. was named one of ***Alberta’s Top 70 Employers***. In 2016, 2018 and 2019, Vision earned the title: ***Alberta’s Credit Union of the Year***.

We are always “on the hunt” for enthusiastic, astute and motivated team members. Joining us represents an opportunity to go home from work feeling fulfilled. At Vision, you will enjoy a salary that is at or above industry standards and there are exceptional advancement opportunities for the right individual. If you feel you can offer skill and passion to help our organization continue being the financial service provider of choice in rural and entrepreneurial Alberta, we invite your resume.