



YOSEMITE FARM CREDIT, ACA

OPERATIONS/CREDIT SUPPORT SPECIALIST

EMPLOYMENT OPPORTUNITY

POSITION:

Operations/Credit Support Specialist, full-time position located in the Modesto Branch, Modesto, CA.

ABOUT YOSEMITE FARM CREDIT:

As a farmer-owned co-op with over 100-year history serving the agriculture community in Stanislaus, Merced, Tuolumne and Mariposa counties, Yosemite Farm Credit has a commitment to our region's agriculture. The Association currently provides lending services to approximately 5,000 customers with loan volume over \$3 billion. Major commodities financed include dairy and almonds, in addition to irrigated field crops, cattle, wine grapes and walnuts. Yosemite Farm Credit's culture of collaboration and team values provides a great atmosphere that allows individuals to contribute to its Vision - *Helping Our Members Prosper!*

GRADE/SALARY/BENEFITS:

Depending on experience.

Yosemite Farm Credit offers a competitive benefit package that includes, but is not limited to, outstanding vacation/sick time accrual, health, dental, and vision plans, tuition reimbursement, 401k fixed AND company match, corporate fitness program, performance related compensation, volunteer time off and paid holidays.

JOB RESPONSIBILITIES/DUTIES:

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.

PREFERRED QUALIFICATIONS:

- Associate Degree in Business, Accounting or equivalent.
- Three to five years in banking, bookkeeping, or related work experience.
- Must have exceptional interpersonal, written, and verbal communication skills.
- Must have good computer skills and be proficient in Windows, Excel, Word, Outlook and Adobe.
- Must generate highly accurate work, meet deadlines and effectively changing priorities.
- Agricultural knowledge desirable.

APPLICATION DEADLINE:

Applications will be accepted through September 27, 2020.

APPLICATION PROCEDURE:

To be considered for this position, send cover letter and personal resume to Human Resources, Yosemite Farm Credit, ACA, P.O. Box 3278, Turlock, CA, 95381 or careers@yfc.ag. Please mark all correspondence "CONFIDENTIAL." If you have any questions or need additional information, please call Megan Kroon (209) 527-1900.

CCPA Notice:

The California Consumer Privacy Act ("CCPA") provides California residents with specific rights regarding their Personal Information. To view the Yosemite Farm Credit CCPA Privacy Notice applicable to job applicants, employees, owners, directors, officers, and contractors of Yosemite Farm Credit, please visit the Yosemite Farm Credit website at the following link: <https://www.yosemitefarmcredit.com/about-yfc/careers-with-yosemite-farm-credit/>.