SUMMARY
Distributes incoming mail to the Originations Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES
In addition to the expectation that you adhere to your department's attendance policy, duties include but are not limited to the following. Other duties may be assigned.

1. Performs incoming and outgoing filing duties of the Funding file room.

2. Covers the phones for other departments on an as-needed basis.

3. The Funding Clerk is responsible for understanding and carrying out the duties contained in each of the following procedures.
   - Logging In.
   - Resubs
   - Mail Procedure
   - Returns
   - Breakdowns
   - The Run
   - Month-End Archiving

4. Assists Credit Clerks with their duties from time to time.

5. Maintain a professional and customer-friendly manner with each contact. Display a willingness to take direction, work cooperatively with management and co-workers, and project a positive demeanor.

SUPERVISORY RESPONSIBILITIES
None

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to communicate effectively in an understandable manner. Ability to read and comprehend simple instructions, short correspondence, and memos and take direction. Ability to write simple correspondence. Ability to effectively present information to staff and management and communicate effectively with all levels of staff.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest and percentages.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES
Must have ability to type and to learn to use various computer systems and PC software programs, including WORD and EXCEL.

This job description is intended to describe the general nature and level of work to be performed. It is not to be construed as a complete list of all responsibilities, duties and skills required for the position.