



Loan Officer – Saratoga Branch

Bank of Commerce – Saratoga, WY (*with occasional travel to Rawlins, WY*)

Salary: Starting at **\$75,000 per year** (may vary depending largely on experience)

Job Type: Full-time with benefits

About Bank of Commerce

At Bank of Commerce, we live by a simple motto: “Be a Better Bank.” We are proud to be the primary financial institution throughout Rawlins and Carbon County, Wyoming. Having established our presence in the beautiful, resort-like community of Saratoga along the North Platte River, we are looking for a dedicated professional to step into an active role at our Saratoga branch and help us continue serving this thriving market. Our team is made up of self-starters who are passionate about helping our neighbors turn their dreams into reality. Nestled in the heart of southeast Carbon County, our communities offer world-class outdoor recreation, including hunting, fishing, camping, and four-wheeling. We believe in fostering a fun, energetic working environment without ever sacrificing top-tier professional service.

Position Overview

We are seeking a forward-thinking, self-driven Loan Officer with a go-getter attitude to manage our consumer, residential, and business lending functions. **Based out of our Saratoga branch**, you will step into an active local portfolio while maintaining regular collaboration and occasional travel to our Rawlins office. In this role, you will be a visible community partner, guiding clients through the entire lending lifecycle, from the initial pre-application process to final funding, while maintaining and growing long-term financial relationships.

Key Responsibilities

- **Lending Management:** Handle consumer, residential, and business lending functions from pre-application through closing and funding.
- **Portfolio & Relationship Management:** Manage and grow established post-funding business relationships to ensure long-term client loyalty.
- **Branch Representation:** Serve as a key face of the bank in Saratoga, while coordinating smoothly with the Rawlins team through occasional travel.
- **Collaboration & Leadership:** Work collaboratively with the regional team, taking direction smoothly while providing strong leadership and support to peers.
- **Compliance & Detail:** Ensure all loan documentation strictly adheres to banking compliance standards and internal credit guidelines.

Qualifications & Skills

- **Experience: 3 to 5 years** of commercial, residential, or consumer lending experience in a bank setting.
- **Technical Training:** Strong background or formal training in Credit Analysis.
- **Regulatory Knowledge:** Firm understanding of loan documentation and strict compliance regulations.
- **Core Competencies:** Exceptional multitasking skills, sharp attention to detail, and a highly organized approach to hitting deadlines.
- **Interpersonal Skills:** Outstanding written and oral communication skills, coupled with robust negotiation and customer service capabilities.
- **Strong communication and networking skills.**
- **Education:** A bachelor's degree in finance, accounting, economics, or a related field is preferred but not required.

Benefits

We offer a competitive compensation structure paired with a Full Benefits Package designed to support your health, wealth, and work-life balance:

- Comprehensive health, dental, and vision insurance
- Retirement savings plan with company match
- Paid Vacation time
- Paid Sick leave
- Paid federal banking holidays
- Opportunities for professional development and continuing education
- A fun, supportive, and energetic team culture that values outdoor work-life balance

The purpose of the above job description is to provide potential candidates with a general overview of the role. It's not an all-inclusive list of the duties, responsibilities, skills, and qualifications required for the job. You may be asked by your supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.