

POSITION DESCRIPTION

POSITION TITLE: Pre-Funding Quality Control Specialist

GRADE: 14

REPORTS TO: QC Supervisor

FLSA: Non-Exempt

POSITION OVERVIEW: Reviews loan files to ensure adherence to processing, underwriting and closing guidelines prior to the closing of the file. The auditor will help minimize loan losses.

ESSENTIAL DUTIES and RESPONSIBILITIES, *includes the following responsibilities, but not limited to:*

- ◆ Pre-forms pre-funding quality control audits on all loan files. Ensures each file is in compliance with company guidelines.
- ◆ Re-verifies required file information.
- ◆ Updates systems with loan findings for tracking.
- ◆ Provides monthly reporting on loan activity as needed.
- ◆ Other duties as assigned

SUPERVISORY RESPONSIBILITIES: not applicable

PHYSICAL and ENVIRONMENTAL CONDITIONS

Standard office environment, equipment and tasks, including work at a computer terminal. This position requires partial sitting and walking throughout the day. Employee must be open to work overtime to complete assigned tasks.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ◆ Two (2) years processing or funding with an understanding of quality control, underwriting, regulations and internal audit procedures, preferred.
- ◆ Loan documentation file requirements and regulations required.
- ◆ Ability to work independently in a fast-paced environment.
- ◆ Intermediate experience with Microsoft suite of products
- ◆ Ability to work in a fast paced environment
- ◆ Excellent Internal and External Customer Service
- ◆ Resourceful
- ◆ Be able to work as part of a team
- ◆ High level of integrity
- ◆ Adapts well to change
- ◆ Excellent verbal and written communication skills
- ◆ Self starter