

POSITION DESCRIPTION

POSITION TITLE: Retail Loan Processor, Sr.

GRADE: 14

REPORTS TO: Retail Sales Manager

FLSA: Non-Exempt

POSITION OVERVIEW: Prepares and reviews loan files for accuracy and quality to ensure completeness of submission.

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

- ◆ Accountable for quality of completeness of file and data integrity.
- ◆ Prepares and audits files for completeness of submission (1003, credit documents, appraisals, etc.).
- ◆ Provides quality loan processing relevant to quality checks and checklists for full file submission.
- ◆ Orders 4506 verifications (from IRS) and orders SSN verifications via vendor.
- ◆ Demonstrates excellent product, underwriting, and compliance knowledge, combined with good problem solving skills.
- ◆ Prepares files for underwriting to include: 1) calculation of final income (use an income worksheet tool or a word document), 2) review assets to determine if sufficient funds are available to qualify, 3) review employment to determine if the file meets guidelines, 4) review/prepare self employed borrower worksheet, 5) review DU findings, Data Trac, 1003 and 1008 to ensure all data is correct and matches, 6) review documents in document Trac to ensure they are labeled and filed correctly and all excess documents are filed in Junk.
- ◆ Ensures the loan file meets appropriate product and underwriting guidelines prior to submitting to underwriting.
- ◆ Prepares files for documents to be drawn by verifying that data entry into DataTrac has been maintained. Will pull documents identified by the Underwriter needing signatures at close and verify Data Trac input to Underwriter approval sheet. This process includes identifying that Broker Fee Sheet has been received and matches GFE in file.
- ◆ Maintains conversation log in DataTrac to properly track the forward movement of the file.
- ◆ Review documentation upon receipt and upload into DocumentTrac.
- ◆ Inputs data as changes occur and keeps running notes in Data Trac.
- ◆ Maintains file integrity at all times.
- ◆ Provides input as required and is the primary intermediary for Loan Consultants and operations team.
- ◆ Coordinates and communicates with appropriate personnel when changes or updates are required.
- ◆ Proactively reaches out to sales, operations and managers as required.
- ◆ Completes 10-15 files per day minimum.
- ◆ Maintains company determined quantity standards for amount of work completed in a specified time period.

SUPERVISORY RESPONSIBILITIES:

Direct Reports: N/A

PHYSICAL and ENVIRONMENTAL CONDITIONS

Office environment, equipment and tasks, including work at a computer terminal which requires repetitive keyboarding and data entry. This position requires partial sitting and walking throughout the day. Employee must be open to work overtime to complete assigned tasks.

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PREFERRED QUALIFICATIONS AND EXPERIENCE

- ◆ Minimum of five years experience in retail mortgage loan processing (Conventional and Government).
- ◆ 2 year degree in Business or related field.
- ◆ Underwriting knowledge is preferred.
- ◆ Knowledge of federal and state regulatory requirements.
- ◆ Ability to take charge of a situation and provide leadership when needed.
- ◆ Strong communication, interpersonal and organizational skills
- ◆ Ability to work independently in a fast-paced environment
- ◆ Intermediate experience with Microsoft suite of products
- ◆ Excellent Internal and External Customer Service
- ◆ Resourceful
- ◆ Be able to work as part of a team
- ◆ High level of integrity
- ◆ Adapts well to change