

# POSITION DESCRIPTION

**POSITION TITLE:** Sr. Funder

**GRADE:** 15

**REPORTS TO:** Operations Manager

**FLSA:** Non-Exempt

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**POSITION OVERVIEW:** Reviews loan documents and funding conditions for the purpose of disbursing funds to the escrow/title company within company-defined quality standards. This includes the review of loan documents as well as the reconciliation of funding figures.

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

- ◆ Maintains a current knowledge of Company Policies and Procedures as they relate to documents and funding.
- ◆ Expected production level is 6 funded files per day.
- ◆ Researches and resolves problems or complaints from Brokers, Closing Agents, AE's and other company associates, seeking assistance of manager or lead as needed.
- ◆ Accurate and timely review of all loan closing packages
- ◆ Accurate and timely reconciliation of all fees and figures relating to each loan
- ◆ Thorough review of conditions returned with closing package that are not UTR -seeking assistance on all conditions that do not appear to satisfy loan.
- ◆ Prepares a complete list of all outstanding items remaining after review or corrections that must be made and promptly forwards to broker and closing agent or title company.
- ◆ Accurate input of all required funding fields and review of prior input to generate correct wire amount.
- ◆ Maintain turn times and quantity standards per company policy.
- ◆ Must maintain quality relationships with Title Companies, Brokers, and Account Executives.
- ◆ Maintains conversation log in Data Trac to properly track the forward movement of the file.

## **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.

## **PREFERRED QUALIFICATIONS AND EXPERIENCE**

- ◆ Minimum five (5) years in mortgage industry specifically in funding, escrow or processing for Funder
- ◆ Excellent Customer Service skills.
- ◆ 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