

POSITION DESCRIPTION

POSITION TITLE: Wholesale Loan Processor

GRADE: 14

REPORTS TO: AVP, Operations

FLSA: Non-Exempt

POSITION OVERVIEW: Process and prepare for closing wholesale mortgage loans under various loan programs in accordance with company policies & procedures. Will register loans on the origination system and maintain system accuracy.

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.).
- ◆ Assists in logging in conditions, new files, and funding packages.
- ◆ 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.
- ◆ May sign off on underwriting conditions under guidance of the Sr. Underwriter.
- ◆ 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 Data Trac 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.
- ◆ Communicates to Operations Manager and/or Account Executive when needed.
- ◆ 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.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ◆ Minimum of two years experience in mortgage loan processing (Conventional and Government)



POSITION DESCRIPTION

- ◆ Knowledge of federal and state regulatory requirements
- ◆ Ability to work independently in a fast-paced environment
- ◆ Intermediate experience with Microsoft suite of products
- ◆ Excellent verbal and written communication skills
- ◆ Excellent Internal and External Customer Service
- ◆ Resourceful
- ◆ Be able to work as part of a team
- ◆ High level of integrity
- ◆ Adapts well to change