



Mortgage Loan Closer/Processor

Job Title: Mortgage Loan Closer/Processor

Reports to: VP/CRO

Classification: Non-Exempt

SUMMARY

Come join our mortgage team! We are looking to add a Mortgage Loan Closer/Processor to our mortgage team. This position is responsible for accurately verifying data entry information required to prepare loan closing documents. It is crucial that compliance is followed with TRID rules and maintaining compliance with any investor, as well as state and federal compliance. This person will be responsible and accountable for loan set up bank's core system. The closer is responsible for funding new loans transactions that occur as well as selling to an investor. You will work closely with the lenders as well as have direct interaction with customers and vendors. We pride ourselves on a great team atmosphere, ideal work life balance and work hard to exceed the expectations of our customers.

ESSENTIAL JOB FUNCTIONS/DUTIES

- Confirm that a sales agreement is in file for purchases and manage to contract dates.
- Order required reports: appraisal, flood certification, title search or title insurance and tax transcript.
- Perform preliminary review of the above reports upon receipt.
- Organize file as required in the Encompass loan system from each type of loan.
- Review loan application, disclosures and required documentation.
 - Application is complete and accurate based on supporting documentation.
 - Disclosures are complete and signed by customer as required.
 - Review and verify income information
 - Verify assets and sufficient funds for require equity, pre-paid expenses and closing costs.
 - Review credit report and compare it to reported debts and payments.
- Determine if any required documentation is needed prior to closing.
- Complete a welcome call to customers: review loan terms, application process and required information.
- Follow up for documents not returned in a timely manner.
- Take status calls from customer, MLO or realtor.
- Assist in processing a file to prepare for closing.
- Actively monitor pipeline and update appropriately
- Consistently meet processing milestones as established by Bank
- Must provide exceptional, professional service to customers, vendors, and other team members.
- Scan/upload the completed loan file into Web Director
- Complete all disbursement procedures for issuing of funds to attorney/title company, any necessary refund checks, and release of escrow monies.
- Complete required annual banker's training, as assigned.
- Other duties as assigned



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KNOWLEDGE, SKILLS and ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education/Experience:
 - a. High School Diploma/GED is required
 - b. Two years' experience in mortgage loan closing or originating strongly preferred. Experience within the last five years.
2. Certificates and Licenses:
 - a. Notary desirable
3. Language Ability:
 - a. Ability to write reports business correspondence, and procedure manuals.
 - b. Effectively and professionally communicate through email and phone.
4. Math Ability:
 - a. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.
5. Reasoning Ability
 - a. Ability to define problems, collect data, establish facts and draw valid conclusions
6. Computer Ability
 - a. Previous experience using Word Programs (Word, Excel, PowerPoint, etc.)
 - b. Encompass LOS Experience preferred
 - c. Ability to learn core processing systems
7. Organization Ability
 - a. High degree of attention to detail and organization.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to talk or hear
2. Required to sit for long periods and reach with hands and arms
3. Occasionally required to stand
4. Occasionally required to lift up to 25 pounds
5. Vision requirements include ability to adjust focus and close vision

Management reserves the right to add to, change and revise the description at any time. This description does not include any marginal functions that are incidental to the essential functions. Also, it does not imply that these are the only tasks to be performed by the incumbent. Employees are required to follow any other job-related instruction and to perform any other job-related tasks requested by their supervisor. Any requirement may be modified to reasonably accommodate individuals with disabilities.