

Job Title: Loan Processor
FLSA Status: Non-Exempt
Reports To: Processing Manager

Job Summary: Processor is responsible for ensuring documentation within the loan file is complete and accurate.

Essential Job Functions:

Manage pipeline of assigned loan files to ensure timely service to client by completing tasks listed:

- Organize loan file
- Order property appraisals, pay-offs, flood certificates, homeowner's insurance and mortgage clause changes
- Verify employment of applicant
- Complete conditions received from Underwriter
- Call companies for clause changes and pay-offs
- Generate automated underwriting
- Review 1003 information for accuracy against various support documents
- Update file as new information is received
- Assemble and compile loans
- Communicate with Bank registered or Affiliated licensed mortgage representatives regarding underwriting conditions, denials and closings
- Scan documents including completed loan files
- Communicate discrepancies in loan application in a timely manner
- Additional duties as assigned

Education/Knowledge & Skills:

- Strong written and verbal communication skills
- Strong organizational skills
- One years' experience as a processor
- Experience with Mortgage Builder is a plus