



Job Description

JOB TITLE: Mortgage Loan Underwriter
DEPARTMENT/BRANCH: Mortgage Operations
IMMEDIATE SUPERVISOR: Director of Mortgage Operations
SUPERVISES: N/A
FLSA STATUS: Exempt
LAST REVISION DATE: 06/04/2020

JOB SUMMARY

Perform detailed review and credit analysis of mortgage loans to ensure the loans meet established underwriting and investor guidelines. Provide a loan decision based on an individual's credit history, financial position and strength of collateral. This person must have an extensive understanding of Fannie Mae, Freddie Mac, FHA, VA, USDA and all investor guidelines. The ability to be approachable and manage work flow is essential.

QUALIFICATIONS

- High school diploma or equivalent
- Proficiency with investor systems including Desktop Underwriter, Desktop Originator, Loan Advisor, GUS, VA and Rural Development's Guaranteed Underwriting System
- Ability to perform required tasks within VA website and FHA Connections
- Full Eagle designation for FHA/VA/USDA
- Five years of combined mortgage underwriting, processing and/or closing experience or commensurate experience working with other types of loans
- Prior experience in the banking industry
- Ability to research lending guidelines and work independently
- Excellent verbal and written communication skills and strong organizational skills
- Detail-oriented and accurate
- Ability to work in a fast-paced environment, producing a high volume of work
- Demonstrated interpersonal skills and a desire to provide internal and external customers excellent customer service
- Expertise in income analysis for all personal and business tax returns per accepted industry standards.
- Able to multi-task and prioritize while meeting deadlines.
- Proficiency with Microsoft Office including Word, Excel and Outlook

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a complete and thorough underwriting analysis on all mortgage products including calculating all income types (e.g. wage earner, retirement, self-employed), calculating complex financial analysis as needed, analyzing real estate appraisals to determine if collateral is acceptable, analyzing title report and lien information, reviewing all financial statements and reviewing all additional documentation to determine accuracy and compliance with all regulations and investor guidelines prior to approval.
- Ensure that all loan files are documented per investor guidelines to ensure marketability.
- Verify that all underwriting exceptions are thoroughly documented; review and clear conditions in a timely manner
- Develop and maintain a strong understanding of mortgage lending products, policies, processes and required documentation for all Investors, Fannie Mae, Freddie Mac, FHA, VA, and USDA.
- Respond to post-closing, insuring and Investor, Post-Close and Pre-Fund audit reviews in a timely fashion.
- Make a sound underwriting decision based on required documentation and satisfactorily communicate loan decision to appropriate parties both orally and/or in writing.
- Complete all required data entry into LOS system, UC DP, Early Check, DataVerify and Collateral Underwriter and record appropriate status.
- Complete all HMDA status in LOS and provides HMDA report in QuestSoft.
- Communicate with Loan Originator and Loan Processor through calls or emails related to loan products, underwriting guidelines, scenarios, file statuses, etc. Request additional information through appropriate timely feedback
- Remain current and knowledgeable on internal and external policies and procedures.
- Assist in training and providing guidance to all internal and external customers.
- Achieve established productivity standards for number of loans underwritten and conditioned
- Develop and maintain positive working relationship with coworkers, internal and external clients/business partners and vendors
- Responsible for compliance within described area of responsibility
- Perform other duties as requested

AAP/EEO STATEMENT

This statement of policy reaffirms South Atlantic Bank's policy of equal employment opportunity in employment, compensation, training, transfers, promotions and all other aspect of employment regardless of race, color, religion, national origin, age, sex, veteran status,

physical or mental handicap/disability and to state that we do carry out this policy at South Atlantic Bank. This policy also applies to all company-sponsored activities such as educational programs, tuition aid and social and recreational activities.