



Job Description

JOB TITLE: Mortgage Loan Processor
DEPARTMENT/BRANCH: Mortgage
IMMEDIATE SUPERVISOR: Mortgage Operations Manager
FLSA STATUS: Non-Exempt
LAST REVISION DATE: 05/05/2017

JOB SUMMARY

Provides support to Mortgage Loan Officers and prepares the file for underwriting and closing. The Processor will review the file for compliance with program guidelines, regulatory compliance and required documentation. The Processor will order services, request documentation from borrowers, employers, depositories, etc., submit the file to underwriting, gather and clear conditions, and coordinate the closing with the borrower and settlement agent. The Processor will communicate with the borrower, realtor/builder, insurance agency, attorney, employer and depository regarding routine matters associated with the mortgage process. The Processor will not communicate with the borrowers concerning interest rates, fees, or qualification of the borrower for the loan product selected.

QUALIFICATIONS

Required:

- High school diploma or equivalent
- Mortgage loan processing experience to include government and agency loans
- Ability to process a high volume of work

Preferred:

- Detail orientation, responsible and accurate
- Excellent communication and organizational skills
- Proficiency with keyboarding and PC including Microsoft Word, Excel, Outlook and Calyx as well as office equipment.
- Exemplary customer service skills, both verbal and written
- 4+ years of processing experience

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.

- Able to process all Conventional, FHA, VA, USDA and Construction Permanent loans
- Interacts with applicants to complete the application process and anticipate what conditions may be needed in underwriting status
- Works with all internal and external staff to ensure all necessary supporting loan documentation is obtained and accurate
- Ensures all loan conditions are met and can close within required time frames set by management
- Maintains and organizes current and required loan documents for all loan programs and investors as needed
- Independently processes complex mortgage loans (i.e. Self-Employed, Construction-Permanent, etc.)
- Orders credit reports, appraisals, title work, payoffs, Condo questionnaires and all condo documentation, 4506T's, and validates social security numbers to SSA in addition to other submission tasks
- Submits loans to Desktop Originator, Desktop Underwriter, Loan Advisor, FHA Total and investor websites
- Sets up CIF before loan closes for all Secondary Marketing loans
- Orders appraisals using the Bank's rotation list and procedures for appraisal independence
- Submit XML version of appraisals to UCDP
- Able to multi-task and prioritize while meeting processing and closing deadlines
- Able to complete Closing Disclosures in Staff Closer's absence
- Uploads/ships closed loans to investor along with any additional documents necessary for the purchase of a loan in Staff Closer's absence
- Complete/run DataVerify for compliance/underwriting and address any quality control alerts with applicant
- Complete Verbal Verification of Employment for each applicant prior to closing per underwriting guidelines
- Maintains and accesses all investor guidelines, laws, and regulations for processing tasks
- Completes all tasks found on the Funding Checklist for servicing-released loans including updating LOS status dates
- Responsible for training and providing guidance for entry-level mortgage staff
- Responsible for compliance within area of responsibility
- Performs all other related duties as necessary

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.