Job Description – Mortgage Loan Processor/Underwriter

**Title:** Mortgage Loan Processor/Underwriter

**Department:** Mortgage Lending

**Reports to:** Vice President Mortgage Banking Manger

**Positions Supervised:** None

**Position Summary:** Responsible for the processing, underwriting and follow-up for all mortgage loans sold to secondary market sources or retained for service by BankIowa

**Primary Accountabilities and Responsibilities:**

**Accountability 1: 30% Weighting.** Have a thorough working knowledge of all loan products utilized by the mortgage loan department and all regulatory compliance issues pertaining to them.

**Accountability 2:** **30% Weighting.**  Have a thorough working knowledge of all automated underwriting systems utilized by the department and the internal underwriting guidelines of the Bank. Maintain and stay current with the underwriting guidelines for all mortgage loan products and programs.

**Accountability 3:** **30% Weighting.**  Ongoing monitoring of the loan pipeline to ensure deadlines for credit approval and final loan approval are met. Prioritize the transfer of complete underwritten loan files to the closing department to allow timely preparation of the closing documents.

**Accountability 4: 10% Weighting.** React promptly to all requests for additional information from secondary market funding sources and internal and external audit findings.

**Secondary Duties and Responsibilities:**

* Performs other related clerical duties under the direction of the Vice President Mortgage Banking Manger.
* Comprehend and comply with all pertinent Bank Secrecy Act/OFAC/CIP policies and procedures. Complete annual training
* Employee shall be responsible for following bank policies and procedures for compliance relative to the functions of their positions. Employee will also be responsible for completing applicable annual compliance training as required by compliance laws, regulations, and bank policy
* Behave in a manner which demonstrates and fosters teamwork and a positive work environment, treating all employees with respect and giving full support and encouragement. Maintain good working relations between your department and all other departments, bank offices and management to keep the lines of communication open.

**Education, Experience, and Other Requirements:**

* High School diploma or equivalent
* At least 3 years of mortgage loan processing and/or mortgage loan underwriting experience
* Must be bondable

**Physical Environment:**

* 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.
* Performance of the job will include physical duties commensurate with a general office environment.
* The employee must occasionally lift and/or move up to ten pounds.

**Acknowledgement**

I have read the foregoing job description and understand the responsibilities of the job and the importance of exhibiting the service quality standards and work performance expectations. I believe I can perform this job with or without accommodation.

Mortgage Loan Assistant signature Date

Vice President Mortgage Banking Manger signature Date

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply that these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

September 2020