



Job Title:	Mortgage Funding Processor
Reports to:	Vice President of Lending Operations
Employees Supervised:	No direct reports

Position Summary: The Mortgage Funding Processor is responsible for the processing and funding of First and Second mortgage transactions in compliance with credit union policy, regulatory requirements and secondary market lending parameters.

Essential Functions:

- Process and fund new First and Second mortgage loans.
- Responsible for the timely and accurate coordination, processing and closing of assigned loan files, including opening escrow, ordering appraisals and reviewing and interpreting automated and manual underwriting findings.
- Review Desktop Underwriter (DU) verification messages/approval conditions on first lien loans. Verify the accuracy and integrity of all loan data entered into the system including but not limited to names, addresses, government monitoring information, loan information (e.g. loan amount, interest rate, terms, lock expiration dates, assets and income).
- Ability to analyze self-employment and rental income.
- Request and manage the timely return of required documentation from members including all third-party documents required for loan approval, including real estate appraisals, escrow and title services, verification of deposits etc.
- Order and review title reports, flood certificates, home insurance and appraisal for compliance to secondary market guidelines and Credit Union policy.
- Verify income and assets as required in the DU verification messages and the Credit Union procedures.
- Monitor status of documents from receipt to recordation and filing to include pre-boarding and funding of loans on the Symitar System or sale on the secondary market.
- Setup loan files for submission to underwriting, including scanning/uploading all necessary documents.
- Review and enter HMDA data for government reporting.
- Handle telephone contact from members in a timely manner.
- Process payoff demands, reconveyances, subordinations and paid off mortgages.
- Actively pursue cross sell opportunities to offer and promote the Credit Union array of products and services.
- Complies with all federal and state laws, as well as organizational policies, procedure and processes, including (but not limited to) those related to the Bank Secrecy Act (BSA), Identity Theft Red Flags, Office of Foreign Assets Control (OFAC), and the Secure and Fair Enforcement for Mortgage Licensing (SAFE) Act.
- Identify and recommend ways to continuously streamline or improve the work process and/or the work environment.
- Enthusiastically provide support for credit union mission and goals.

Non-Essential Functions:

- General clerical duties as assigned.
- Assist other departments where appropriate when assigned by supervisor.

Knowledge, Qualifications and Skills:

- **Education:** High school diploma required.
- **Experience:** General knowledge of real estate lending to include regulatory compliance. Experience with Ellie Mae Encompass a must. Previous Credit Union or financial institutions experience is highly desirable.
- **Skills and Abilities:** Ability to accurately interpret title reports, appraisals, and credit reports. Ability to communicate effectively both verbally and in writing. Proficiency in computer programs (e.g., Microsoft Office, Windows, Word, Excel and Outlook). Ability to coordinate a variety of activities simultaneously and prioritize work. Proven sales ability and member service skills. Must be eligible to obtain and maintain valid registration with the National Mortgage Licensing System and Registry in compliance with the requirements of federal law and the SAFE Act. Ability to establish and maintain effective working relationships with a diverse group of people including vendors and other Credit Union employees. Ability to effectively work at a fast pace and in a changing environment required, to use keyboard, 10-key calculator and all other general office equipment.
- Will be checked against the following lists: U.S. General Services Administration (GSA) Excluded Parties List (EPL), HUD Limited Denial of Participation List (LDP List) and Federal Housing Finance Agency's (FHFA) Suspended Counterparty Program (SCP) List.
- **Extra Credit Skills:** You will bring your enthusiasm, collaborative work-style, inquisitive attitude, flexibility, creativity, focus on excellence, and overall "great-to-work-with" demeanor. Previous experience with a financial institution with basic knowledge of financial products and services is a plus.
- **Travel Required:** Minimal travel expected. Any travel during assigned shifts requires ability to operate personal vehicle.
- **Hours Required:** Non-exempt employee with a work schedule of Monday through Friday: 8:00am to 5:00pm. Schedules are subject to change based on organizational needs.
- **Environmental Conditions:** Work is primarily performed within an enclosed office. Subject to standard background noise found in an office environment.

Physical Job Requirements: The physical demands described here are representative of those that must be met by the person in this position to successfully perform the essential functions for the position.

- **Sit, Stand, Walk:** While performing the duties of the job, the person in this position is regularly required to sit, stand, walk and move about inside the office to access file cabinets, office equipment, etc. The duties in this position will require regular travel via personal vehicle which may result in long periods of sitting.
- **Use of Hands/Fingers:** To operate a computer, computer keyboard, mouse and other office productivity machinery, such as but not limited to; a calculator, copy machine and computer printer. The person in this position is frequently required to sit and reach with hands and arms.
- **Speech/Hearing:** The person in this position frequently communicates via phone and in person. Must be able to talk to/hear clients and educate them on products and services offered at the credit union.
- **Lifting/Pulling/Carrying:** The person in this position must occasionally lift/move up to 20 lbs. and set up displays/tables at site visits.
- **Bending/Kneeling:** The person in this position occasionally moves to retrieve items for use in presentations and daily work activities.

Approved by:

Date Approved: