

## Investor Loan Processing & Servicing Specialist



*Salary Grade: 08  
Non-Exempt*

**JOB TITLE: Investor Loan Processing & Servicing Specialist**

**REPORT TO: Loan Processing & Secondary Market Delivery Manager**

**DEPARTMENT: Loan Operations**

**Position Summary:** Under the direction of the Loan Processing & Secondary Market Delivery Manager, responsible to deliver loans to secondary market investors, prepare and remit funds to investors. Ensure all new residential loans are set-up accurately on the core servicing system. Maintain Residential Loan Rate Sheets. Process and document all related DDA/GL reconciliations.

### **Functions:**

- Responsible for mortgage loan delivery and sales to the secondary market, ensuring fulfillment of contractual obligations/commitments with investors. Reconcile purchase advise/funds received from investors.
- Responsible for the set-up of all new residential loans on the core servicing system. This entails understanding the Loan Processing System (LOS) and the interface between the LOS & core servicing systems.
- Responsible to perform all daily and monthly remittances to secondary market investors, resolving the LAR rejects for each investor and reconciliation of each investors custodial accounts both principal and interest and taxes and insurance for each investor.
- Performs and documents monthly reconciliations of all residential lending DDA & GL accounts for Accounting.
- Performs monthly Fannie Mae Trial Balance and Shortage/Surplus reconciliations. Identifies and makes necessary corrections.
- Responsible for updating and publishing Residential Rate Sheets as necessary.
- Organizes and maintains all necessary documentation related to investor remittances, Account/GL reconciliations and Residential Interest Rates.
- Assists in gathering requested documentation for examiners or auditors upon request, if possible in electronic format.
- Additional items as requested by management, includes document imaging, preparing annual submission forms for Secondary Market, etc.

### **Knowledge, Skills, Requirements:**

- General lending, banking and/or loan servicing.

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- Secondary Market Lending.
- Knowledge of banking GL/Account accounting.
- General knowledge of Banking and Lending Regulations.
- Strong attention to detail, organizational skills required.
- Strong computer skills, including Microsoft Office.
- Adherence to Banks Policies and Procedures including banking regulations.

### **Physical Demands and Condition Requirements:**

- General office environment.

### **Equipment Used:**

- General office equipment, i.e., calculator, photocopier, etc.
- Computer

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_