

## Jr. Underwriter/Loan Processor



*Salary Grade: 8  
Non-Exempt*

**JOB TITLE: Jr. Underwriter/Sr. Loan Processor**

**REPORT TO: Residential Processing, Underwriting, Closing and Secondary Market Manager**

**DEPARTMENT: Loan Processing**

**Position Summary:** Perform all procedures required for efficient and accurate processing of residential loan applications. Perform all procedures necessary to ensure accurate underwriting analysis of assigned residential mortgage applications. Responsible to ensure all originated mortgage loans comply with secondary market investor guidelines, Dime Bank Credit Policy, State and Federal lending regulations. Provide courteous and cooperative support to originators, attorneys, appraisers, co-workers and all bank customers.

### **Responsibilities:**

- Process loan application documentation and data management for assigned pipeline such as:
  - Accurate generation of loan disclosures in compliance with federal regulations
  - Accurate input of loan application data into the loan processing system.
  - Review loan application to determine necessary supporting documentation.
  - Track, verify and request required financial documentation from applicants timely.
  - Audit origination documentation
  - Accurate calculation of income and liabilities for entry into LOS.
  - Submit loan data to Automated Underwriting System (AUS) for accurate Desktop Underwriter (DU) analysis results.
  
- Underwrite assigned residential mortgage loans in compliance with bank credit policies and secondary market guidelines.
  - Accurately determine whether the terms and conditions of the application meet bank and secondary market investor guidelines.
  - Analyze and interpret credit reports financial statements, tax returns, income, asset and liability documentation to accurately determine applicant's qualification for the mortgage applied for and in compliance to bank and investor standards, requirements and guidelines.
  - Analyze appraisal reports to confirm collateral value and ensure compliance with bank and secondary market investor standards, requirements and guidelines.
  - Review and validate all loan application documentation to insure bank credit policy, regulatory standards and secondary market investor standards, requirements and guidelines are met.
  - Accurately prepare loan approvals, commitments, counter-offers, denials that clearly communicate conditions of approvals and/or reasoning for denials.

### **Jr. Underwriter/Loan Processor**

- Ensure underwriting standards, turn-time goals and metrics for requesting all necessary documentation are met and or exceeded.
- Perform accurate data entry of all necessary information into loan operating system(s).
- Review and clear approval conditions as necessary.
- Perform any functions necessary, within scope of authority and expertise, to provide the highest possible level of customer service and to increase the productivity and profitability of the bank.

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

- Must possess some knowledge of Fannie Mae/FHLMC underwriting guidelines with the ability to accurately interpret secondary market underwriting guides, bank credit policy manuals and compliance publications to ensure compliance to industry standards, State and Federal regulations.
- Experience with CHFA and FHLB EBP Grant programs.
- Experience and ability to analyze various borrowers, sources of income, credit reports, financial statements, tax returns and typical documentation submitted by applicants, appraisers and other vendors in the determination of creditworthiness and an underwriting decision.
- Excellent written and verbal skills communicating efficiently and clearly with customers, originators, processors and all parties with a high level of professionalism.
- Proficiency with Microsoft Office suite of products, bank data processing systems.
- Strengths in organization, prioritization and problem solving.
- Strict adherence to all federal & state regulations and bank policies.
- Requires six years residential mortgage lending experience.
- Requires bachelor's Degree or equivalent work experience.
- Working knowledge Fannie Mae DU.

### **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.