Dime Bank

JOB TITLE: **Loan Processor**

REPORT TO: **Loan Processing Manager**

DEPARTMENT: **Loan Processing**

Position Summary: Perform all procedures required for efficient and accurate processing of all types of residential loans from the application through the servicing functions. Provide support for Loan Originators to ensure loan applications are administered accurately and in compliance with bank policies. Provide courteous and cooperative support to customers, both internal and external.

Responsibilities:

Process documentation and maintain data for loan applications such as:
- Provide exceptional customer service and timely responses in support of internal and external customers.
- Reviewing data entry performed by Loan Originators for accuracy and completeness;
- Entering and updating loan data correctly into the loan operating system ensuring all required disclosures and documentation generated are accurate and complete:
- Mailing required disclosures and other regulatory notices within the required timeframes;
- Reviewing the loan application and accompanying documentation (including Tax returns, bank statements and paystubs) to identify missing or additional documentation within metric requirements as necessary for a credit decision to be reached;
- Requesting documentation of income & liabilities in accordance with Dodd-Frank Appendix Q or investor requirements from applicants timely;
- Calculate income & debts in accordance with Dodd-Frank Appendix Q or investor requirements.
- Reviewing & updating the ATR QM DTI worksheet as items are received;
- Getting each application complete, underwritten and cleared to close as quickly as possible exceeding customer expectations providing exceptional customer service.
- Manage pipeline of loan applications ensuring adherence and compliance to all state and federal lending regulations that apply,
- Perform required regulatory testing and retain documentation of results in each loan file;
- Uploading CHFA documents via CHFA website
- Updating of various reports for tracking and monitoring of items.
- Strict adherence to all state and federal banking regulations and bank policies and procedures as stated in the loan policy manual, including confidentiality and security.
- Assume additional responsibilities as required or requested by management.

<p align="center">**Loan Processer**</p>

Maintain and scan loan file documentation, ensuring completeness and in compliance including but not limited to:

- o   Underwriting documentation
- o   Credit documentation
- o   Customer information
- o   Appraisal data
- o   Regulatory compliance forms & disclosures
- o   Regulatory testing
- o   Insurance requirements, which may include flood, hazard, PMI, etc.

Knowledge, Skills, Requirements:

- Excellent customer service skills.
- 1 year Mortgage Loan Processing experience, processing Fannie Mae and/or FHLMC mortgage loans. CHFA experience a plus.
- Able to strictly follow instructions, policies, procedures, and confidential protocol.
- Adhere and comply with all applicable Federal and State bank regulations, as well as Dime Bank policies and procedures.
- General banking knowledge.
- Well developed verbal and written communication skills.
- Solid computer skills including Microsoft Word and Excel applications.
- Attention to detail, ability to meet deadlines.
- Ability to work independently, and closely and harmoniously with others in a fast-paced environment.

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.