

# **Job Description**

## *Mortgage Loan Closer/Funder*

**Department:** Mortgage Lending  
**Reports to:** Mortgage Operations Officer  
**Supervises:** N/A

**Date:** August 10, 2020

### **Summary:**

Is responsible for closing and funding mortgage loan applications from approval through delivery to the shipper. Is accountable for the accuracy and completeness of all loan documentation with emphasis on loan closings as well as compliance with all federal regulations. Assists customers, interacts with realtors, title companies, appraisers, service providers and investors as necessary.

### **Duties and Responsibilities:**

#### **I. Processing**

- Review of file and documents contained therein for completeness with updates noted for loan officer review.
- Helps clear underwriting conditions prior to closing/funding.
- Requests any additional documentation deemed necessary as in homeowners insurance, appraisals, inspections, title work etc.
- Confirm MLO input into LOS is correct and in compliance with regulations.
- Other duties as assigned.

#### **II. Closing/Funding**

- Coordinates loan closings with loan originators, processors, customers, realtors and title companies.
- Ensures all conditions of loan approval are cleared prior to funding.
- Prepares closing package and ensures any fees due are collected at closing.
- Verifies closing package documentation, funds loan after closing and inputs loan into core system to include any entries to GL and/or DDA accounts.
- Ensure that residential loan files contain documents with proper signatures, dates and other relevant data.
- Is responsible for the completion of HMDA on all closed loans.
- Will aid loan originators and processors with denied and withdrawn files.
- Prepares file for delivery to loan shipper for contingent sale on the secondary market.

#### **III. Knowledge**

- To understand the basic aspects of mortgage lending/secondary market.
- To have a broad knowledge of other bank services and products.
- Be well rounded in all federal compliance requirements.
- Be able to provide coverage for fellow employees in both the closer/funder and processing positions.

**IV. Quality Service**

- To follow core values and standards set by the Bank.
- To provide courteous, accurate and timely service to customers.
- To be a team player and assist in other areas of the bank when possible.

**V. Business Development**

- To cross sell other bank products and services.
- Assist in other areas of cost center on temporary basis or as needed.

**Qualifications:**

High school diploma or equivalency required. Financial background and one-year of banking experience required with previous loan processing experience preferred. Good oral and written communication skills. Must be computer literate with experience in Microsoft Word & Excel. Ability to provide general correspondence to customers and coordinate with realtors, title companies, builders and appraisers. Advanced math and basic clerical skills with an understanding of fractions, decimals, ratios, debits and credits. Mortgage lending, banking and finance courses helpful with higher-level education preferred.

**Work Environment:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Employee is frequently required to sit, walk, bend, and be able to talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision requirements include close vision and the ability to adjust focus. Must be able to wear a mask while in the workplace in accordance with federal and state requirements. This position may qualify for telework. The noise level in the normal business environment is moderate.