

Job Description

Mortgage Loan Underwriter

Department: Real Estate Lending
Reports to: Director of Mortgage Operations

Date: June 17, 2026

Summary:

The Mortgage Underwriter is responsible for evaluating residential mortgage loan applications to determine creditworthiness, borrower eligibility, and overall risk. This role ensures all loans comply with investor guidelines, agency requirements, and regulatory standards while supporting high-quality, timely credit decisions. This role involves direct interaction with lending staff and serves as a key resource to help ensure loan files meet underwriting standards, are processed and/or closed in a timely manner, and support both customer satisfaction and efficient use of company resources.

Key Responsibilities

- Analyze complete mortgage loan files, including income, assets, credit, and collateral
- Evaluate borrower capacity, stability, and willingness to repay
- Calculate and validate various income types (W-2, self-employed, rental, etc.)
- Approve, suspend, or deny loans in accordance with company and investor guidelines
- Apply desktop underwriting findings (DU/LP) and perform manual underwriting when required
- Review appraisals for acceptable secondary market requirements
- Document decisions clearly for audit and quality control purposes
- Issue clear and concise underwriting conditions, and review and clear conditions for final approval
- Ensure all required documentation is accurate, complete, and compliant
- Be knowledgeable about mortgage products offered by the bank and able to assist customers with their financing needs.
- Ensure adherence to agency guidelines (Fannie Mae, Freddie Mac, FHA, VA, USDA)
- Maintain compliance with all applicable federal and state regulations (e.g., TRID, RESPA, ECOA) and remain up to date on changes
- Identify and mitigate layered risk within the file
- Adhere to internal procedures and controls; report any known violations of compliance policy, laws, or regulations and report any suspicious customer and/or account activity
- Participate in training and mentoring programs (as both a mentor and mentee)
- Partner with loan officers, processors, and closers to resolve file issues
- Provide guidance on loan structuring when needed
- Foster and always promote the proper company image.

Skills & Qualifications

- High school diploma or equivalent required.
- Bachelor's degree in Finance, Business, Accounting, or related field preferred (equivalent experience may be considered)
- 3–5+ years of mortgage underwriting experience required
- Experience with conventional loan programs with a strong understanding of agency guidelines (FNMA, FHLMC)
- DE (Direct Endorsement) certification preferred
- VA SAR or LAPP authority preferred
- Exposure to manual underwriting and complex loan scenarios is a plus
- Experience with DU, LP, and loan origination systems (e.g., Encompass)
- Ability to analyze tax returns, credit reports, and financial statements
- Experience with jumbo, non-QM, or investor overlays preferred
- Strong analytical and decision-making skills
- Exceptional attention to detail and accuracy
- Effective communication skills
- Ability to manage a pipeline and meet deadlines
- Strong organizational and time-management skills

Work Environment

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit and occasionally required to walk. Use hands and fingers to handle or feel objects, tools or controls; and talk or hear. Must be able to effectively speak and communicate with others. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job 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. 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 work environment is usually moderate.

Equal Employment Opportunity Employer/M/F/Disability/Veteran