

Underwriter II

The Underwriter II plays an important role in the organization by performing a number of activities related to the company's retail operations functions. The role is primarily responsible, under intermittent supervision, for underwriting conventional, FHA, and USDA loans according to company, secondary market investor, and government agency standards. This includes ensuring all tax, title, insurance, and closing documentation associated with the loan applications are accurate and complete, and approving or denying loan applications based on compliance with underwriting standards and risk management factors.

Essential Functions

- Review and evaluate loan documents to ensure accuracy, completeness, and compliance with company standards, federal and agency standards and guidelines, as well as any applicable state-specific and or local regulations, ordinances, etc.
- Analyze customer's loan-to-value ratio, debt-to-income ratio, credit report, application, income and assets, source(s) of down payment funds, and supporting documentation to identify potential fraud or misrepresentation.
- Review appraisals to ensure that loans meet secondary market, investor, and company standards.
- Work with Loan Processors and Loan Officers on collecting information and documentation necessary to finalize incomplete loan packages.
- Determine if additional documentation or information would aid loan decision; request additional documentation or information accordingly.
- Provide options and recommendations to borrowers regarding suitable loan programs.
- Stay abreast of current regulations and industry trends that affect compliance and decision-making.
- Verify that system input is accurate and that company systems match Automated Underwriting System (AUS).
- Perform other duties as assigned.

Qualifications

- High school diploma or equivalent required; college courses/technical training related to Business, Finance/Accounting, Legal, or related field is preferred, along with total recent work experience that includes **three or more years underwriting conventional loans, along with at least one year experience underwriting FHA loans.**
- **Direct Endorsement (DE) certification required; must have current certification(s) for any assigned region with state-specific requirements to originate/supervise loans.**
- Detailed knowledge of overall mortgage lending processes, including underwriting, funding, and loan processing.
- Detailed knowledge of valid documentation related to the processing consumer mortgage applications (e.g., tax returns, financial statements and records, verification of income and deposits, etc.).
- Detailed knowledge of underwriting and regulatory requirements; detailed knowledge of federal, state, and regulatory requirements/guidelines related to consumer mortgage lending and internal processes and controls.
- Ability to think critically, including the ability to evaluate facts and data to draw conclusions, and determine the downstream impact of decisions and associated risks.
- Ability to prioritize multiple tasks in a deadline-driven environment; strong sense of urgency and responsiveness.
- Intermediate math skills.
- Strong verbal and written communication skills.
- Strong detail orientation and highly organized.
- Prior experience using internal data entry systems, Microsoft Word, Excel and PDF/Document Retention programs.

Supervision

- Intermittent supervision required, depending on experience
- Moderate level of independent judgment and discretion required
- Travel: 0%

Requirements

- Physical: Work is primarily sedentary; occasionally walks and/or stands.
- Manual Dexterity: Frequent use of computer keyboard and mouse.
- Audio/Visual: Ability to accurately interpret sounds and associated meanings at a volume consistent with interpersonal conversation. Regularly required to accurately perceive, distinguish and interpret information received visually and through audio; e.g., words, numbers and other data broadcasted aloud/viewed on a screen, as well as print and other media.
- Environmental: Office environment – no substantial exposure to adverse environmental conditions.

Client offers a pleasant work environment, competitive compensation and excellent benefits package; including medical, dental, vision, life insurance, AD&D, LTD and 401(k) with employer match.

Client is an Equal Opportunity Employer.

Contact Heidi@placede.com with questions or to apply for this position