



## Position Description Mortgage Underwriter

### Identifying Information:

Department: Credit

Reports To: VP- DE Underwriter and indirectly to SVP – Director of Retail Lending

Location: Lebanon – Operations Center, capable to work remotely

Hours: M-F 8:15AM-5:15PM (Exempt, Officer, AVP)

### Summary:

Mortgage Underwriter is responsible for the daily tasks involved in reviewing residential FHA/VA/Conventional loan packages to deliver valid credit decisions according to investor and agency guidelines for specific loan programs. S/he will evaluate credit worthiness and borrowers' ability to qualify for mortgage loan in the amount requested with the collateral desired based on investor and agency standards.

### Essential Duties and Responsibilities:

- Complete analysis of loan packages to deliver valid credit decision
- Determine if the loan file is eligible for funding according to investor and agency guidelines to which it is contracted
- Determine if the loan file is eligible for insuring according to agency guidelines
- Perform timely reviews of stipulations/conditions submitted
- Review loan package as submitted by Loan Processor and provide loan approval with conditions to close
- Discuss any issues with Loan Officer and/or Loan Processor
- Ensure VA loans, if pulled for audit, ship to VA accordingly
- Complete write ups for HUD/FHA, Research and respond to any issues or questions that arise
- Work with shipping clerk on "stips" related issues
- When necessary, assist in selling loans to investors
- Keep up with changes in guidelines, legal, and other compliance related issue
- Maintain open line of communication with Loan Officers and Processors on files
- Provide stellar customer service to internal customers by effectively explaining credit decisions
- Provide training when appropriate to processors and lenders

### Required Traits/Behavioral Competencies:

- Ability to accurately analyze financial data
- Ability to examine loan documentation for accuracy and completeness
- Ability to read and interpret various investor and agency requirements and relate requirements to the loan being underwritten
- Ability to work effectively with loan originators and production staff to acquire all required documentation
- Excellent and effective oral and written communication skills with internal and external customers
- Working knowledge and experience with industry-related software and programs
- An active listener and communicator; seeks to understand the perspective of others before making decisions that will affect others
- Believer in systems and continuous improvement. Ability to design and implement efficient and effective processes
- Strong work ethic; ability to work overtime as necessary to achieve desired results
- Leads by example

**Qualifications/Education/Experience:**

- +5 years of experience underwriting FHA, VA, and Conventional Loans
- Direct Endorsement from HUD, Lender Appraisal Processing Program (LAPP) approval from VA is strongly desired, as well as full VA LAPP authority
- Knowledge of retail lending concepts and principles is required, along with formal training in personal financial analysis and tax return analysis is required
- Bachelors or equivalent experience

**Job Competencies/Skills:**

- Knowledge of credit underwriting and property evaluation Conventional, FHA and VA loan principles and concepts
- Knowledge of retail lending concepts and principles
- Thorough understanding and strong working knowledge of credit, underwriting, credit policy and financial statement analysis
- Knowledge of DU and LP
- Strong credit, risk analysis, and analytical skills
- Strong PC Skills (Loan Operating Systems, Adobe, Microsoft Windows Office Products, etc.)
- Auditing and Quality Control training is required
- Knowledge and familiarity with fraud detection techniques

**Physical Requirements:**

- Must be able to remain stationary position up to 50% of time  
Must be able to lift up to 10 lbs.

**Work Environment:**

- Office setting
- Full time