Job Title: Residential Mortgage Processor
Reports To: Senior Residential Mortgage Processor
Working Conditions: Normal, no adverse or hazardous conditions

Job Summary:
Reviews residential mortgage loan applications, ensuring compliance with established policies, regulatory requirements and loan terms. Submits applications through appropriate automated underwriting system (AUS). Must have general knowledge of residential mortgage products, conventional and government guidelines and compliance regulations. Ability to structure loans according to investor guidelines. Considers and submits an application through all possible loan options before recommending denial. Analyzes (AUS) findings on pre-approved loans and records needed conditions into origination system. Submits loans to Underwriter for approval and approved loan files to Loan Closer.

Principal Duties and Responsibilities:

- Processes Conventional, FHA, VA, RD and Bankside loan applications.
- Maintains and manages an assigned minimum number of loans in a pipeline at a time.
- Submits files through Automated Underwriting systems.
- Orders necessary documents to satisfy AU and/or investor requirements.
- Identifies discrepancies in documentation.
- Communicates all documentation and status of loans to originator and originator assistant.
- Prepares loan for underwriting submission.
- Ensures that all appropriate closing documentation is received.
- Submits loan files to Loan Closer.
- Scans all documentation and stores all images in Document Storage system.
- Reviews pipeline with Originator weekly.
- Submits all appraisals upon receipt immediately to Underwriter for review.
- Delivers all denied files to Senior Processor for second review process.
- Perform other work related duties as assigned.

Job Qualifications:

- High school graduate minimum education. Preferably one or more years in mortgage operations.
- Ability to comprehend, analyze and explain technical and regulatory principles.
- Able to adapt to changing guidelines and compliance issues.
- Good communicator; responds promptly and must provide very good customer service.
- Excellent mathematical and analytical skills.
- Self-motivated; works in timely manner; strives to increase productivity.
- Good team member; strives to find solutions objectively.
• Proficient organizational skills to help meet deadlines.
• Knowledge of computer skills, including Word, Excel, and Outlook.
• Ability to multi-task and handle stressful work load.
• Must be detailed oriented.