
TheBANK of Edwardsville

Job Summary

The Loan Administration Credit Underwriter decisions a loan based on risk, loan characteristics, & credit report; reviews loans to ensure all necessary guidelines are met and can approve loan policy exceptions.

General Information

Posting Date: October 28, 2009
Job Title: Loan Administration Credit Underwriter
Reports To: Loan Administration Officer
Department: Loan Administration
Location: Main Office

Full-Time Part-Time Exempt

Duties & Responsibilities

1. Responsible for underwriting which includes analyzing, approving, denying, or suggesting counter offers for submitted loan requests
2. Cite, decision, and track loan policy exceptions
3. Underwrite loans to ensure all loan documentation is complete and within secondary market, bank policy and investor guidelines
4. Inform mortgage & retail loan support of updated loan guidelines and procedures
5. Assist lending and branch staff with loan inquiries
6. Ensure all loan request flow in a timely manner
7. Distribute and monitor 24/7 Loans
8. Prepare adverse action forms on denied loan requests
9. Perform second review of adverse action forms
10. Review all appraisals to ensure they meet secondary guidelines & bank loan policy
11. Proactive and timely communication to business partners on loan decisions and underwriting guidelines

Supplementary:

1. Help research and establish new loan programs
2. Assist department with processing, closing and delivering loans as needed
3. Perform other duties as assigned

Job Specifications

1. Ability to analyze basic financial data
2. Advanced data entry and spreadsheet skills
3. Ability to proof read and interpret loan documents
4. Basic accounting skills, including ability to calculate interest
5. Ability to operate office equipment
6. Up to 2 years post high school diploma or equivalent training
7. 3 to 5 years underwriting experience
8. Constant independent decision making that has significant organizational impact
9. Interpersonal skills with co-workers, supervisors, officers, customers or other external contacts
10. Ability to meet deadlines in a fast paced environment

Helpful:

1. Thorough understanding of underwriting policies and procedures, as well as investor guidelines and regulatory updates including knowledge of FHLMC guidelines and standards.
2. Familiar with LP underwriting
3. 1+ years mortgage underwriting experience
4. Familiarity with review and understanding of complex tax documentation.
5. High degree of attention to detail.
6. Excellent written and verbal communication skills.
7. Strong problem solving skills, with ability to think outside the box and use creative solutioning
8. Superb organization and time management skills to achieve business goals/deadlines
9. Flexibility to work on transactions in other business lines
10. Proven ability to work in a team environment.