

First Financial Federal Credit Union

Position: Mortgage Loan Processor
Reports to: Lending Manager and VP Lending
Location: Freehold, NJ

SUMMARY

Responsible for interviewing mortgage loan applicants, originating and processing mortgage loan applications.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Gather background information on loan applicants by interviewing loan applicants at the branch locations or by phone.
- Pull credit reports for all accounts, verify debts, estimate monthly payments for any outstanding debts not listed and add them to debts on application.
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- Coordinate closings with attorneys.
- Input approved mortgage loans onto the data processing system and fund the loan closings.
- Quality control of appraisals, title updates, plot plans and surveys for mortgages.
- Prepare closing documents as necessary. Review returned closing packages for accuracy and compliance. Follow-up on pending documentation to ensure the completion of the file.
- Answer member phone inquiries for mortgage information or maintenance.
- Create electronic loan files using Mortgage Bot originating software.
- Submit loans to Freddie Mac using Loan Prospector software.
- Coordinate subordination requests for approval by the Vice President of Lending.
- Process rate index adjustments to submit to the IT Dept. for Adjustable Rate Mortgages.
- Prepare and submit the insurance premium report to Old Republic.
- Coordinate rate changes on the data processing system with IT Dept.
- Collect, audit and submit HMDA information quarterly and annually.
- Handle loan servicing including escrow and PMI disclosures and analysis.

NOTE: The list of essential functions is not exhaustive. It may be supplemented as necessary from time to time.

Additional Functions:

- Back-up the consumer loan staffs.

QUALIFICATIONS, SKILLS AND ABILITIES:

- HS Diploma or equivalent
- 6 months to 2 years similar or related experience.
- Proficient in MS Office, especially Excel
- Good organizational skills and able to Multi Task
- Strong interpersonal skills
- Ability to comprehend simple instructions, short correspondence and memos.
- Able to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to research, collect and analyze data.
- Creative at problem solving and developing alternative solutions.
- Accuracy and attention to detail.
- Strong verbal communication skills:
- Able to present information in one-on-one and small group situations. Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Good basic math skills.

As a First Financial employee, you'll enjoy a challenging work environment. We offer a great benefits package including Medical, Dental, Rx, Vision, Life Ins., Retirement Plans, Vacation, Sick and Personal.