

## POSITION DESCRIPTION

Montana Homeownership Network dba NeighborWorks Montana

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**Job Title:** Loan Processor

**Accountable To:** Chief Financial Officer

**Revision Date:** 07/15/2019

**Position Status:** Regular Full-Time

**FLSA Status:** Not exempt

**Grade:** 7

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**Minimum Qualifications:** High School Diploma or GED and three years relevant experience with strong preference for experience with mortgage processing. Demonstrated knowledge and experience with financial institution computer systems and software and data processing. Knowledge of or training in mortgage documentation, vocabulary, and compliance requirements required. High attention to detail and excellent organizational skills required. Positive attitude and proven ability to work in a small team environment. Proven ability in oral and written communications. Applicant/incumbent must have an aptitude for financial details and the ability to understand established lending requirements.

**Essential Duties and Responsibilities:** Perform tasks required to ensure initial disclosure packages to borrowers and loan files are complete and accurate. Provide excellent customer service by effectively communicating and cooperating with internal and external customers.

### LOAN PROCESSING

- Handle phone calls and emails regarding loan programs
- Review initial loan submissions to ensure that required documentation is provided by the first mortgage lender or partner within one day of receipt of the loan file
- Set up loan in loan processing software and complete initial disclosures in an accurate and timely manner, including sending out disclosures as required by lending rules and regulations
- Verify data collected and determine whether it meets guidelines or if other documentation is needed
- Set up loan file in folders (or digitally, when appropriate) using program checklists
- Calculate income and review assets and liabilities for adherence to guidelines based on loan program borrower is applying for
- Prepare and process credit documents for review of loan specialist, obtain additional information during approval process
- Assist with preparation of loan closing documents, including accurate updates of documentation needed
- Accurately update application information throughout process
- Track pipeline weekly (or more often if needed) with Loan Specialist and manager
- Review closed loan packages for completeness, follow up on missing or inaccurate documentation when necessary
- Maintain loan log information

**OTHER DUTIES**

- As requested by colleagues and manager
- Back up for loan servicing duties
- Support office duties including receipt of mail, front door coverage, and checks received documentation
- Participate in continuing education to maintain current and updated knowledge of lending rules and regulations
- Participate in planning, training, and board meetings as requested

**This job description describes the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks will involve extended periods of time at a keyboard or workstation and substantial time communicating by telephone and email.

This position requires some travel. Applicants must have a valid driver's license and insured, dependable vehicle. Extended work hours during high volume time periods may be required.

This document does not create an employment contract, implied or otherwise. NeighborWorks Montana retains the discretion to add or change the duties of this position at any time.

By signing below, I acknowledge that I have read and understand the requirements and performance criteria for this position.

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Employees' Signature Date

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Supervisor's Signature Date