



## POSITION DESCRIPTION

<b>TITLE:</b>	Loan Closing Specialist
<b>AKA:</b>	Loan Closer, Closing Coordinator
<b>BUSINESS UNIT:</b>	Mortgage / Retail and Correspondent
<b>CLASSIFICATION:</b>	Full-Time, Non-Exempt
<b>REPORTS TO:</b>	Closing Department Manager
<b>TECHNICAL ADVISOR:</b>	Lead Closer

### SUMMARY:

Mortgage loan closing specialists are responsible for assembling, preparing, and reviewing/verifying documents for a loan closing while ensuring all applicable state, federal, and regulatory requirements are met. Mortgage loan closing coordinators act as the final point of contact for all parties involved in a real estate closing transaction.

### REQUIRED QUALIFICATIONS:

**Education:** High School Diploma; 2 or 4 year college degree in a business-related field preferred.

**Experience: Entry level:** 1+ years of mortgage closing experience or 2-3 years of mortgage industry experience; **Intermediate level:** 3+ years mortgage closing including FHA and VA; **Sr level or Team Lead:** 5+ years mortgage closing including FHA and VA.

**Licenses/Certifications:** none

### ESSENTIAL RESPONSIBILITIES & DUTIES:

#### Entry Level

- Prepare loan closing documents within Production Software System (Encompass).
- Manage a pipeline of conventional, portfolio, and USDA loans.
- Complete an accurate and compliant Closing Disclosure to be provided to the borrower within the TRID timing guideline requirements.
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- Monitor the borrower's receipt of the Closing Disclosure
- Ensure accuracy of documents sent to closing, including but not limited to borrower names, rate, term and loan type, first payment date and escrow information.
- Review underwriting closing conditions to ensure salability of loan and adherence to the underwriting decision.
- Coordinate funding dates with accounting to ensure accuracy of loan disbursements.
- Ensure fees for lender and title companies are within TILA/RESPA guidelines.

- Coordinate closing packages with title companies in a timely fashion.
- Verify that loan closes within specified locks with investors.
- Analyzing and interpreting compliance reports (MAVENT)
- Order Uniform Closing Dataset (UCD)
- Analyze and interpret compliance report findings (Mavent)
- Order Uniform Closing Datasets (UCD).

### **Intermediate Level (all above plus)**

- Manage a pipeline of FHA/VA/Correspondent loans
- Communicate with Correspondent Lenders to accurately complete closing documents based on their expectations.
- Cross-Train in post-closing procedures and loan processing.

### **Senior Level (all above plus)**

- Wholesale and contract loans

### **Team Lead/Supervisor (all above plus)**

- Manage a pipeline of all loan types.
- Assist Closing Manager in recruiting, interviewing, and hiring.
- Provide training to closers, as needed.
- Assist with contract closings and special projects, as requested.

## **OTHER DUTIES, KNOWLEDGE, SKILLS, ABILITIES:**

### **Required:**

- Effectively use Microsoft Office suite, mortgage software and other office equipment.
- Familiarity with residential mortgage loan documentation.
- Time-management; perform under pressure and meet deadlines.
- Strong conflict-resolution and communication.
- Customer-service focused.
- Remain detail oriented while multitasking.

### **Preferred:**

- Proficient in Encompass LOS software.
- TRID, FNMA/FHLMC, FHA, VA, and USDA guidelines.
- Familiarity with closing in multiple states.

### **General:**

- Must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours) to communicate with employees, customers, managers and any other person or organization with whom interaction is required to accomplish work and company goals.
- Must maintain courteous, professional and effective working relationships with employees at all levels of the organization, customers, vendors and/or any other representatives of external organizations.

- Communicate information and state problems or challenges to be resolved in a clear, concise, courteous, nondiscriminatory and professional manner, and be able to provide clarification if necessary.
- Must be capable of adapting, with minimal or no advance notice, to changes in how business is conducted and work is accomplished, with no diminishment in work performance.
- Actively participate in quarterly performance meetings; meet or exceed all performance metrics.
- Follows company policies and procedures.
- Perform other duties as required.

**Optional- Specialization:**

- Escrow or Title Expert

*This position description should not be construed to imply that any of the duties, responsibilities, or requirements outlined herein is exclusive. Employees are expected to execute any other additional assignments that may be specified. Furthermore, this position description does not represent a complete list of all the performance expectations and characteristics of individuals required to perform a job accurately. The company's management reserves the right to change this description from time to time as may be required.*

If interested in this position, please submit resume and cover letter to: [jobs@myservion.com](mailto:jobs@myservion.com)