



POSITION DESCRIPTION

TITLE: Quality Control Analyst
BUSINESS UNIT: Administration / Quality Control
CLASSIFICATION: Fulltime, Non-Exempt

SUMMARY:

Professional and administrative work primarily involved in reviewing post-closing and pre-funding mortgage loans to ensure compliance with all investor requirements, state and federal compliance, as well as lender-specific and client-specific conditions. Responsible for completing full file reviews including timely ordering of credit, income, asset, and additional required verifications.

REQUIRED QUALIFICATIONS:

Education: High School Diploma

Experience: 5+ years underwriting or QC experience with FHA, VA, USDA, FNMA, FHLB or FHLMC guidelines or equivalent knowledge and experience.

ESSENTIAL RESPONSIBILITIES & DUTIES:

Level I

- Supports the origination team by providing accurate, concise and constructive audit exception details.
- Works with the quality control team to complete all required audit tasks for each workgroup in a timely fashion.
- Follows QC policies and procedures to ensure compliance with scopes of work.
- Incorporates feedback and new regulatory training into upcoming audits effectively.
- Reviews employment and asset documentation for completeness and accuracy per investor requirements on each review.
- Recalculates income, ratios and asset figures.
- Reviews credit reports and recalculates liabilities.
- Reviews title commitments and policies.
- Analyzes individual loan files for compliance with Federal and State Regulations, lender conditions and investor guidelines.
- Validates data integrity of loan documentation.
- Identifies all red flags within a loan file and ensures they are addressed accordingly.
- Escalates evidence of fraud and/or misrepresentation to management.

Level II (all above plus)

- Successfully completes cross-training to perform high quality customer-service, new loan setup and delinquent loan servicing reviews.

OTHER DUTIES, KNOWLEDGE, SKILLS, ABILITIES:

Required:

- Knowledge of policies, principles and practices of mortgage loan processing, underwriting and servicing.
- Ability to multitask between analytical projects and adapts to modification of the work flow.
- Demonstrates acceptable production and quality rating metrics.
- Experience with automated underwriting systems such as DU, LP or GUS.
- Experience calculating underwriting ratios and income (DTI, LTV, CLTV).
- Basic proficiency in Word and Excel.
- Strong written and verbal communication skills.
- Excellent time management skills with an emphasis on quality.
- Works well with others in a team environment and independently.
- Strong attention to detail.

General:

- Must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available during regular business hours to accomplish work and company goals.
- Must maintain courteous, professional and effective working relationships with employees at all levels of the organization, members, 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.
- Follows company policies and procedures.
- Perform other duties as required.

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.

This is a fulltime position with benefits. If interested in this position, please submit a cover letter and resume to jobs@myservion.com.