



POSITION DESCRIPTION

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

SUMMARY:

Professional and administrative work primarily involving performing post-closing and pre-funding quality control reviews to ensure compliance with all investor/agency guidelines, state and federal requirements, as well as lender-specific and client-specific overlays. Responsible for completing full file reviews including timely ordering of credit, income, asset, and additional reverifications, as required.

REQUIRED QUALIFICATIONS:

Education: High School Diploma

Experience: 3+ years of QC and/or underwriting experience with FHA, VA, USDA, FNMA, FHLB and 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.
- Performs desk reviews of appraisals.
- 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 immediately.

Level II (all above plus)

- Successfully completes denied/cancelled/withdrawn reviews.
- Successfully completes early payment default reviews.
- Able to monitor and assist with production management.

OTHER DUTIES, KNOWLEDGE, SKILLS, ABILITIES:

Required:

- Knowledge of policies, principles, and practices of mortgage loan origination, processing, underwriting, and closing/funding.
- Familiarity with mortgage loan documentation.
- 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).
- Familiarity with federal, state, and investor/agency requirements regarding mortgage origination.
- Basic proficiency in MS Word and MS Excel.
- Strong written and verbal communication skills.
- Excellent time management skills with an emphasis on quality.
- Works well with others in a team environment as well as 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, 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.

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