

**Mortgage Loan Processor - Closer**  
**IDB Global Federal Credit Union Lending**  
**Job Description**

Full-time/Non-Exempt position

Reports to the CLO

**Location: Washington, DC**

**Objective**

Reporting to the Chief Lending Officer (CLO) the **Mortgage Loan Processor - Closer** is an important position of our mortgage operations, supports the processing and closing of all first and second trust residential loan applications following the secondary market investors and IDB Global FCU portfolio guidelines. The primary duties of this position are listed as follow: screening, gather and review of required documents, submission to underwriter, assisting managing the pipeline, preparation and transmittal of loan closing documents, settlement and execution of real estate lending documents for mortgage loans and post-closing follow-up.

**Responsibilities**

- Setup files & order all necessary documents to include appraisals, payoffs, title commitments, homeowner's insurance, 4506t's, flood, and surveys and ensure timely receipt through routine follow-up and noting all issues upon receipt.
- Review credit report and check alternative documentation for accuracy and possible problems.
- Input and verify information in Loan Origination System, Encompass 360 – Ellie Mae
- Validate and collect all data necessary to process mortgage loans.
- Validate assets and liabilities listed on the loan application by gathering information such as bank statements to verify deposit balances and matching liabilities listed against credit reports
- Validate additional information provided by loan applicant on the application (including Verification of Employment, Verification of Deposits, flood certification and HMDA information
- Request Mortgage Insurance quotes and certificates
- Maintain a pipeline up to 30 active loans and meets turn times and closing dates
- Submit loans to Desktop Underwriter or other automated underwriting system.
- Support MLO's by providing status on loans and keep them informed at all times
- Maintain strong working relationship with internal and external customers, realtors, title companies and attorneys
- Review CD's, LE's disclosure history and identify compliance violations (TRID).
- Monitor and ensure rate lock and closing purchase deadlines are met
- Assume primary responsibility and Monitor loan pipeline to ensure timely loan closing, funding and post-closing for all residential mortgage loan programs
- Review closing documents including; title reports, termite reports, homeowner's insurance, etc. for accuracy and acceptability prior to closing

- Upon final approval of loan, prepare and securely transmit closing documents to settlement company
- Review final Closing Disclosure (CD) provided by credit union and title company to ensure compliance
- Solid knowledge of TRID
- Coordinate closing dates with title/settlement companies
- Maintain closing calendar and reschedule settlements as needed
- Work closely with title companies and resolving title issues such as vesting issues/judgement liens etc.
- Coordinate closing dates and prepare loan closing documents to ensure complete and accurate compliance regulations with RESPA, TRID, Regulation Z, Fair Lending, HMDA, Bank Secrecy Act and other regulations regarding the mortgage process.
- Submit loan wire funding requests to finance department and confirm funds have been sent for settlement
- Prepare monthly closing reports and other reports, as required
- Verify all loans are closed based in investor or credit union portfolio guidelines, completeness and accuracy to ensure compliance with underwriting
- Post-closing review of the file including but not limited to ensuring the return of the recorded mortgage and all other loan document to allow for preparation of the file for delivery and scanning.
- Prepares loans going to investors for underwriting as well as prepares all in house loans to underwriters to get the file approved.
- Perform post-closing duties for all residential mortgage programs including; receipt of original executed closing documents and conditions, review and follow-up of required documents,
- Assist with clearing post-closing deficiencies required for loan purchase
- Ensure all documents are electronically scanned into system and deliver to the servicing vendor
- Ship closed loan files to appropriate investor as applicable
- Maintain HMDA data information up to date in LOS for annual HMDA report.
- Provides notarization on closing documents where needed.
- Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.
- Perform other duties as assigned

- **Requirements**

- Bilingual English – Spanish both written and verbal
- Encompass 360 – Ellie Mae experience preferred
- BA/BS degree, or high school degree with equivalent experience required
- 5-10 years mortgage related experience
- 3-5 years customer service experience
- Understanding of mortgage concepts, practices, and procedures
- Ability to pay strong attention to detail and excellent organizational skills

- Must be able to successfully and autonomously manage projects of a varied and complex nature
- Must possess strong working knowledge of all aspects of Microsoft Office Suite
- Excellent communication skills; both verbal and written.
- Ability to compute rates, ratios and percentages, draw and interpret graphs, and accurately conclude probable outcomes from sampled data.
- Ability to perform non-complex arithmetic calculations (adding, subtracting, multiplication, division, percentages) in preparation of closing.

