

Job Title:	Mortgage Loan Underwriter	FLSA:	Exempt
Division:	Banking	Revision Date:	05/2021

Position Purpose:

Responsible for underwriting mortgage loans in compliance with secondary market guidelines and the Bank's lending policies and procedures.

Essential Functions:

Underwriting of Loans

- Responsible to review applicant's credit profile, analyze financial statements, and consider other information in order to act on loan and credit requests.
- Examine loan documentation for accuracy and completeness and determine whether additional information may be required in order to make a credit decision.
- Evaluate and review appraisal reports and collateral issues related to real estate in order to determine whether it may properly support the approval of a loan
- Critically analyze loan files to ensure that information is compliant with secondary market guidelines
- Exhibit superior decision-making skills that are supported by relevant details and research
- Responsible to examine loan documentation for accuracy and completeness while working with loan originators and production staff to secure all required loan documentation
- Responsible to uphold SLA's to all mortgage and consumer underwriting turn times.

Secondary Duties and Responsibilities:

Actively participates in regional and company training programs.

Performs other job-related duties and special projects as required.

Knowledge, Skills, Abilities Required:

- Strong public relations skills as well as verbal and written skills.
- Seeing and hearing well enough to communicate with customers in person and on the telephone.
- Dexterity to handle papers and use computers.
- Ability to work in a fast-paced environment while practicing sound lending judgement
- Attention to detail required.
- Must be able to prioritize workload.
- Ability to work independently with stringent guidelines.
- Self-Motivated
- Ability to meet production, quality and service standards along with direct coaching and feedback to ensure quality.

Education, Experience, and Other Requirements:

- Education/experience equivalent to a four-year degree in finance, business administration, marketing, or related field.

- A minimum of two years secondary mortgage underwriting experience is required.
- Ability to demonstrate thorough knowledge of mortgage industry credit guidelines and policies for FNMA, FHLMC & USDA
- Ability to obtain Iowa Notary license.

Reporting Relations:

Accountable and Reports to: AVP Senior Mortgage Underwriter

Supervisor Responsibilities: None

Working Conditions and Physical Requirements:

- This position is classified sedentary/light and requires the ability to sit for long periods of time.
- There is frequent pressure to meet deadlines and handle multiple projects in a day.
- Visual requirements include: ability to see detail at near range with or without correction.
- Must be able to perform the following physical activities: sitting for long periods, talking (in person and by telephone), hearing and repetitive motions.

Travel:

Minimal

Equipment Used:

Computer (PC with Microsoft Office programs), computer printouts, incoming mail, real estate and consumer loan applications, loan documents, telephone, calculator, telephone, copier, fax, printer and various software programs.

Other Position Requirements:

Contacts: This position works with Midwest Heritage employees, customers, Hy-Vee employees, vendors and outside agents doing direct business with Midwest Heritage.

Confidentiality: This position has the responsibility to protect the privacy and confidentiality of customers, employees and bank/insurance/financial information at all times.

In the performance of their respective tasks and duties all employees are expected to:

- Follow all state and federal regulatory requirements and complete assigned training courses within the required timeframes.
- Perform quality work within deadlines.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Your signature indicates that you have reviewed this job description and understand all expectations. Please return a signed original to Human Resources for the employee file.

Employee Name (please print)

Signature of Employee

Date