



Job Posting Mortgage Underwriter

One Community Bank is searching for a dynamic and highly detailed person to fill our full-time Mortgage Underwriter position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to:

Human Resources, careers@onecommunity.bank

Summary:

This position will underwrite mortgage loans ensuring compliance with appropriate company, regulatory agencies, and secondary market investor guidelines. Examines loan documentation for accuracy and completeness and works with Mortgage Loan Officers and Mortgage Department staff to secure all required documentation.

Essential Duties and Responsibilities include the following:

- Review mortgage loans to ensure accuracy and completeness, validate findings to verify that all information matches. Instruct Mortgage Loan Originators and Mortgage Loan Processors on any errors for training purposes.
- Review title to verify the customer has ownership on a refinance transaction and that the seller has ownership for purchase transaction. Check that chain of title meets investor requirements. Verify there are no unpaid liens or judgments and that all mortgage liens are being paid off through the transaction.
- Verify that the rate lock matches the underwriting file with the correct program, LTV, credit score.
- Perform mortgage credit analysis, with or without the assistance of automated underwriting system, to determine borrower's willingness and ability to repay the mortgage debt.
- Evaluate risk to ensure a prudent decision is made.
- Perform detailed review of appraisal for one-to-four family residential properties to determine acceptability of security for portfolio loans and loans sold to investors.
- Partner with the Mortgage Underwriting Supervisor to ensure that credit decisions are made within targeted timeframes and meeting purchase contract deadlines.
- Review all origination files to ensure the customer has been offered the best mortgage program. Adhere to guidelines to ensure all loans are closed properly according to internal and external investors in a timely manner.
- Ensure that all fair lending and compliance policies are followed both in dealings with customers, as well as the underwriting decisions that are made. Monitor all secondary Investor, Government and MI guideline changes and determine effect on current and future loans. Be responsible for all compliance functions for the bank with examiners, auditors, secondary market. Responsible for review of all mortgage loans that

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have been selected for review. Work with staff to address any deficiencies found to eliminate future issues. Work with secondary market investors on any post-closing issues or audit.

- Oversee the bank's AUS, DocMagic, Calyx Point products for compliance.

Required Qualifications / Skills / Abilities:

- At least 3 years of experience in automated underwriting systems to include FNMA's Desktop Underwriter and FHLMC's Loan Prospector.
- Minimum of three years' experience of FNMA and FHLMC and underwriting guidelines, as well as conventional investors, state and local bond programs, and private mortgage insurers.
- Minimum of five years' mortgage experience preferred
- Strong problem-solving skills
- Advanced Microsoft Office skills

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