

## **JOB TITLE: Mortgage Loan Processor**

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Location: Farmington, CT, Norwalk, CT or Remote

Type: Non-Exempt/Non-Officer

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### **Position Summary:**

Handle all aspects of the residential mortgage loan origination and application process including the production of accurate and timely disclosures. Coordinate with customer, PMB and investor/broker the collection and submission of all documentation required to obtain a credit decision. Act as a backup to the Senior Mortgage Closer/Post Closer.

### **Essential Functions & Responsibilities:**

- Current strong working knowledge of compliance regulations related to residential mortgage originations including but not limited to TRID, Regulation B and E-Sign.
- Verify, compile, and prepare application information for submission of residential mortgage in accordance with correspondent/broker requirements
- Maintain and update borrower files in the Ellie Mae Encompass system through processing
- Work with PMB, and borrower in obtaining additional documents and resolving issues through the application and underwriting process
- Order flood determinations, appraisals, credit reports, VOE's and tax records as required
- Ensure all required disclosures are accurate, delivered in a timely manner and properly received and completed in accordance with regulations including TRID and E-sign
- Review files for red flag ID theft issues and submit to BSA department with supporting documentation
- Inform Loan Operations Manager of issues throughout processing
- Submit rate locks, monitor rate expirations and request extensions as needed
- Submit mortgage loan application file for underwriting approval
- Provide approval and denial letters to borrowers in accordance with Reg B Notice of Action Taken
- Submit approved mortgage loan files to Senior Mortgage Loan Closer for settlement ensuring file is up to date and complete
- Identify and properly document loans that are HMDA reportable
- Review consumer loan applications to verify that applications are complete prior to submission to the Consumer Loan Underwriter
- Assist Loan Operations Manager in preparing for and responding to comments related to audits/examinations/internal compliance reviews
- Prepare monthly and quarterly reports for management related to pipeline, loans held for sale, closed loans and denied and withdrawn loans
- Prepare quarterly loan application error report for Chief Credit and Risk Officer
- Work with Loan Operations Manager and Director of IT on Ellie Mae Encompass System upgrades as needed

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### **Qualifications Required:**

- High school diploma or equivalent
- Minimum three years' experience as a Mortgage Processor
- Minimum three years' experience with compliance regulations related to residential mortgage originations and closings
- Minimum three years' experience originating correspondent and brokered residential mortgages
- Experience with Ellie Mae Encompass system or similar Loan Origination System
- Minimum one year customer service experience
- Windows and Excel proficiency

### **Qualifications Desired:**

- Experience in Banking
- Experience as a Mortgage Closer
- Experience with consumer loan originations such as Home Equity Lines of Credit and Consumer Term Loans