

# UNDERWRITER – DIRECT ENDORSED/GOVERNMENT

**Department:** Loan Department

**Location:** Lebanon, OH

**Objective:** The underwriter is responsible for the daily tasks involved in reviewing residential FHA/VA/Conventional loan packages to deliver valid credit decisions according to bank, investor or agency guidelines dependent on the specific loan program. They will assist in the growth of the underwriting area at the direction of the Chief Credit Officer in FHA/VA lending and the appropriate packaging of those loans. The individual will evaluate credit worthiness and borrowers' ability to qualify for mortgage loan in the amount requested with the collateral desired based upon bank, investor and/or agency standards.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Complete analysis of loan packages to deliver valid credit decisions.
- Determine if the loan file is eligible for funding according to investor and agency guidelines if contracted or to be contracted outside the bank's portfolio.
- Determine if the loan file is eligible for insuring according to MI or agency guidelines.
- Perform timely reviews of stipulations/conditions submitted.
- Review loan package as submitted in the origination process and provide loan decision with conditions to close.
- Discuss any issues with appropriate member of the origination team or the Chief Credit Officer.
- Assist investor and agency loans and if necessary completion of audits of the completed files.
- Assist with the completion of management audit trail responses and any research necessary in issues or questions that arise from files the underwriter assists with.
- Assist with issues to facilitate and complete stipulations pertaining to shipping completed files.
- Keep up with changes in guidelines, legal, and other compliance related issues.
- Maintain open line of communication with those involved in the origination process on files and guidelines pertaining to mortgages.
- Provide excellent customer service to internal customers by effectively explaining credit decisions and assisting in growth in origination process.
- Provide training when appropriate or requested to others in the origination or decision process.

## Requirements

- Knowledge of credit underwriting and property evaluation of Conventional, FHA and VA loan principles and concepts.
- Knowledge of retail lending concepts and principles.
- Thorough understanding and strong working knowledge of credit, underwriting, credit policy and financial statement analysis.
- Strong knowledge base in use of DU and LP.
- Strong credit, risk analysis, and analytical skills.
- Ability to accurately analyze financial data.
- Ability to examine loan documentation for accuracy and completeness

- Ability to read and interpret various investor and agency requirements and relate requirements to the lending process.
- Ability to work effectively with loan originators and production staff to acquire all required documentation.
- Knowledge and familiarity with fraud detection techniques and the ability to address breaches to the Chief Credit Officer.
- Excellent and effective oral and written communication skills with internal and external customers.
- Working knowledge and experience with industry-related software and programs.

**Qualifications**

- +5 years of experience underwriting Conventional as well as FHA, VA loans.
- Direct Endorsement from HUD is required and Lender Appraisal Processing Program (LAPP) approval from VA is strongly desired, as well as full VA LAPP authority.
- Knowledge of retail lending concepts and principles is required, along with formal training in personal financial analysis and tax return analysis is required.
- Understanding of mortgage auditing and quality control process is required.
- Ability to assist in the design and implement of efficient and effective processes.
- Strong work ethic; ability/drive to work overtime as necessary to achieve desired results.
- Strong PC Skills (Loan Operating Systems, Adobe, Microsoft Windows Office Products, etc.)
- Leads by example.

Reporting Line:	Chief Credit Officer
Job Type:	
Full-time	
Required/preferred education:	Bachelor's
Required experience:	+5 Years