Downloaded from <https://www.velvetjobs.com/job-descriptions/loan-closer>

# Example of Loan Closer Job Description

Our company is searching for experienced candidates for the position of loan closer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for loan closer

* Follows procedures for submitting the final loan package to Loan Operations for booking and funding
* Collect and review pre-closing requirements and keep management informed of progress to loan closing
* Update all applicable data systems as to any activity on loan
* Track expenses for each individual loan
* Prepare funding documentation
* 100% review and tracking of post-closing documents for real estate secured loans
* Coordinate Due Diligence calls with Client and track open items to ensure underwriting has met all the requirements to convert, other conditions are satisfied prior to closing
* Interviews prospective applicants and requests specified information related to loan or credit application
* Books and disburses the loan
* Monitors tickler files and informs Lending Origination Officers when up-to-date financial statements and other covenant items are needed for commercial accounts

## Qualifications for loan closer

* Must be a team player and able to work in a high volume and fast paced environment
* Familiarity with lending process from application to funding
* Ability to study for and pass state and national exams relating to SAFE
* Previous mortgage banking experience is preferred, with solid familiarity with the lending process from application through funding
* Familiarity with Encompass loan processing software is a plus
* Expected to develop a working knowledge of federal and state mandated consumer disclosures requirements