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

# Example of Loan Funder Job Description

Our company is searching for experienced candidates for the position of loan funder. 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 funder

* Review of preliminary loan documentation for various loan packages consisting of title commitment, hazard insurance, flood certificate, tax certificate, appraisal, construction contracts, entity documents, UCC lien searches, Engage attorney to prepare the closing package
* Receive executed file from the title company or lending staff, review for accuracy and completeness
* Interact with title companies, attorneys, and lending staff regarding questions and concerns
* Stays informed of the latest changes and trends in compliance and credit policy
* Position requires compliance with all banking regulations, particularly the Bank Secrecy Act/Anti Money Laundering regulations
* All BSA/AML related reports will be required to be filed as appropriate
* Successful completion of annual BSA/AML training is required
* Other duties as assigned, or as necessary to ensure smooth and correct departmental operation
* Prepares a complete list of all outstanding items remaining after review or corrections that must be made and promptly forwards to broker and closing agent or Title Company
* Complete Funding dates and resolution loan file accordingly

## Qualifications for loan funder

* Minimum of 1 year of experience in funding Conventional and Government loans or one year of related business experience
* Must work ethically and demonstrate sound fiduciary responsibility at all times
* Minimum of 1, 2, or 3 years of experience in funding Conventional and Government loans or one year of related business experience
* One year closing experience
* Minimum 3 years mortgage industry experience in Closing, Compliance, or Funding required
* Thorough knowledge of valid documentation and processes required to fund and close consumer mortgages (e.g., verification of employment, HUD-1, CD, settlement statement )