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# Example of Loan Funder Job Description

Our innovative and growing company is looking to fill the role 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

* Receive, review and approve all signed loan closing documents for completeness and compliance
* Determine that all funding and underwriting conditions have been satisfied and follow up with appropriate parties for corrections
* Complete all internal funding documentation and distribute to appropriate departments
* Complete funded loan, file documents and update Onbase for imaging
* Coordinate with Loan Delivery to ensure timely deliveries and complete files to investors
* Perform duties & responsibilities specific to department functions & activities and as required by Supervisor
* Must be proficient is preparing, analyzing and disclosing the Closing Disclosure (CD), acceptable tolerance levels and cures to be compliant with TRID
* Perform complete verification to ensure all closing documents are properly executed and collected from all parties associated with the closing transaction prior to disbursing loan proceeds
* Fund loan proceeds for commercial and commercial real estate loans in compliance with internal controls
* Board commercial and commercial real estate loans

## Qualifications for loan funder

* Total recent work experience includes at least one year of experience in a support role related to mortgage banking for Conventional loans
* Minimum of 5 years closing experience and 2 years management experience preferred
* Requires excellent communication skills, written and oral, through all levels of the organization
* Bachelor Degree in Business Administration, Accounting, or Legal Studies or equivalent experience in Commercial Real Estate, Construction, or Commercial loan closing/servicing/funding
* Paralegal background/experience
* LIHTC experience a plus