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# Example of Loan Funder Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of loan funder. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for loan funder

* Stay abreast of any changes and/or new products and make appropriate adjustments to any processes and procedures in each job function
* Perform closing and funding of Mortgage loans which includes a thorough review of executed loan documents for completeness and accuracy
* Review executed loan documents
* Review and ensure all underwriting and prior to funding conditions are met
* Coordinate closing with escrow/settlement agent
* Prepare disbursements and set up wire instructions for closing agent/title
* Review settlement statement and/or loan estimate/ closing disclosure
* Funding the loan according to the bank approval and the signed loan documents
* Reviewing any due diligence items associated with servicing requests as they come in for accuracy and sufficiency, according to Bank policy
* Accurately funding advance requests utilizing AFS, CLCS, Loan Administration, and/or Loan IQ

## Qualifications for loan funder

* 3-5 years of Loan Documentation & Processing background at a minimum
* 5 years in corporate banking / syndicated loan documentation and closing
* 5 years within a financial institution with extensive commercial experience in servicing corporate banking syndicated credits
* FX Exposure
* Efficiency, attention to detail, accuracy, ability to work well with others and being a team player are crucial characteristics for this position
* Experience with LoanIQ and / or AFS Level III