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# Example of Mortgage Analyst Job Description

Our company is looking to fill the role of mortgage analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mortgage analyst

* Ensure accuracy and timeliness of closing figures on closing disclosures
* Maintain effective Communication with all necessary parties, including title agents, processing and others to ensure a seamless closing experience
* Analyze, identify, and resolve potential closing related issues to meet and enhance client experience
* Work with various internal departments and vendors to obtain closing related documentation
* Resolve service escalations and red hot closing problems
* Determining appropriate course of contact-phone, fax, e-mail, written request, Calling borrower, broker and other specified individuals to provide status updates and arrange time and date for closing
* Create system specifications and assist with validation of testing as required in implementation of new process or enhancements to existing processes
* Understand the features of each mortgage product in order to complete legal disclosures
* Prioritize and organize workload to ensure deadlines are met at all times, and items are processed according to policies and procedures
* Conduct quality checks on completed work based on established criteria to ensure processes are followed and output is accurate for these very large transactions

## Qualifications for mortgage analyst

* Bachelor’s Degree in technology discipline or equivalent work experience required
* Demonstrated knowledge of Clarity functionality
* Proven ability to analyze and interpret financial data
* Bachelor’s degree in Human Resources, Accounting, Economics, Finance, or similar
* Two plus years related experience preferred
* Analytical and self-directed