Downloaded from <https://www.velvetjobs.com/job-descriptions/mortgage-analyst>

# Example of Mortgage Analyst Job Description

Our company is growing rapidly and is looking for a mortgage analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for mortgage analyst

* Actively assist in training new incumbents and/or temporary staff on procedures, guidelines and best practices to ensure transfer of knowledge and consistency in process
* May be required to assist Analyst Mortgage Securitization – MBS Accounting
* Partner with IT team to explain the business needs and wants in a business requirements document
* Conduct sessions for IT partners to share business knowledge around system/process
* Perform appraisal reviews of complex 1-4 family residential real estate assigned by the Residential Appraisal Compliance Officer through the FNC/CMS system
* Determine if the appraisal adequately addresses a wide variety of issues that affect property values, such as size, location, market conditions, and physical property condition
* Report appraisal review results via an appraisal review form through the FNC/CMS system
* Correspond with appraisers to address issues or discrepancies on appraisals raised by the line of business regarding specific appraisals, general appraisal practices, and Associated Bank Appraisal Policies
* Coordinate and maintain open lines of communication with FNC and vendors concerning approved appraiser list and appraisal related issues
* Collaborate with the Loan Specialist, Underwriters, Mortgage Consultants, and Credit Analysts to ensure overall appraisal compliance, independence, and valuation

## Qualifications for mortgage analyst

* Experience with Mortgage and MSR valuation systems
* Skill with databases such as Access or business-specific software
* 2-5 years of professional experience in the mortgage industry preferred
* Concepts of front-end, middle-ware and backend testing
* Proven knowledge of QRM software, preferably QRMMB
* Solid experience with SQL Server, SSIS