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# Example of Mortgage Banking Job Description

Our company is growing rapidly and is hiring for a mortgage banking. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mortgage banking

* Communicates modification decisions as received from Underwriting/QA
* Serve as the primary contact for customers and approved third parties
* Review and analyze highly complex borrower documentation to determine income and repayment ability, analyze borrower asset statements, determine housing and expense ratios, identify any potential fraud and determine proper loan resolution
* Maintain up-to-date knowledge of relevant Underwriting policy and procedures practices effecting underwriting decisions
* Active monitoring of project pipeline to ensure all project goals are met in a timely manner
* Document project charters, project plans, communications, meeting minutes, change requests, testing criteria, and evaluations
* Counsel and develop skills of Process Analyst team, closely monitor performance and provide support where needed
* Commitment to deliver high quality work in a fast pace, deadline driven environment
* Build collaborative internal and external relationships
* Manage vendor relationships to ensure vendor meets expectations

## Qualifications for mortgage banking

* Vision, creativity, presence, and credibility
* Minimumfive years of experience in mortgage industry with specific experience in Underwriting
* FHA DE, VA LAPP government designations preferred
* Working knowledge of SQL, VBA, and internal systems
* SQL knowledge and experience required
* Data analysis experience including mining and reporting