



# Example of Mortgage Compliance Job Description

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Our growing company is searching for experienced candidates for the position of mortgage compliance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for mortgage compliance

- Review and approve revisions to existing line of business policies and procedures pertaining to compliance topics
- Conduct training, as appropriate, to address identified weaknesses in knowledge of regulations, policies, or procedures
- Coordinate the resources for development of the Policies & Procedures for mortgage operations
- Documenting/editing/maintaining Policies and Procedures approved by Sr
- Attend special project meetings to gather the data to draft Policies & Procedures
- Assist in training initiatives for implementation of the Policies and Procedures
- Manage implementation of FHA, GNMA requirements changes for all mortgage loan functions from origination through to post-closing
- Support business strategy team in development and implementation of new product initiatives, marketing strategies, marketing channels and product features
- Provide well-grounded and definitive interpretations of current and pending investor and insurer requirements to business partners
- Work with the Compliance Team to develop and maintain a legal compliance document library that includes, but is not limited to Fannie Mae, Freddie Mac, HUD, FHA, VA, Federal and State

## Qualifications for mortgage compliance

- At least 2 years of HMDA experience
- Experience working with CRA Wiz
- Bachelor's Degree in Business, Finance, or related field from an accredited institution preferred OR equivalent experience combined with High school diploma required
- Four (4) to six (6) years of recent related experience in mortgage loan origination, processing, underwriting, or closing, is required
- Must have extensive knowledge of all applicable mortgage Federal, State and Agency guidelines