Our company is growing rapidly and is looking to fill the role of mortgage loan closer. 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 loan closer

- Review loan data in paperless loan file for accuracy and consistency
- Inputs correct loan data in LOS
- Complete doc draw for all programs and Investors
- Complete and verify vesting and complete signature lines as needed for trust,POA & LLC's
- Complete Specific checklist
- Review HUD1 from closing agent and compare fees in system, verify for consistency and accuracy
- Verify lock and approval dates have not expired prior to sending out docs
- Verify important documents have not expired (appraisal, credit, income docs & voe)
- Coordinate with Mortgage Bankers and processors on any issues that may arise at closing or prior to thru LOS
- Coordinate with Closing Agent that documents have been received and closing is confirmed

Qualifications for mortgage loan closer

- Reconcile the Closing disclosure to the Loan Estimate and verify accuracy before execution by client
- Prepare Loan Authorization Form and submit to Loan Ops for funding
- Follow up with Closing Agent to ensure successful loan closing and funding

- Experience in a position with a financial services company or related experience
- Works on a more independent basis with minimal supervision