



Example of Mortgage Loan Closer Job Description

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Our innovative and growing company is looking for a mortgage loan closer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for mortgage loan closer

- Ensure the timeliness of loan documents
 - Interface with internal and external parties, including the Underwriter, Analyst, Originator, Closing Attorney, Servicing and Asset Management personnel, HUD, Borrower, and bond financing team (if applicable) during Initial and Final Endorsement process for HUD transactions
 - Perform pre- and post-closing functions including managing closing checklist to ensure that closing counsel has received all required documents to review and close the loan
 - Works directly with escrow agent to complete final disbursement procedures and settlement statement prior to initial closing
 - Manage engagement and completion of third party insurance review and other third party vendors, when applicable
 - Demonstrate high-level project management skills to effectively process complex transactions in high pressure environment, while communicating thoroughly, concisely, and effectively to internal and external partners
 - Work with the Borrower, Underwriter, Closing Attorney, and Originator to manage development budget up until initial closing
 - Work with the Underwriter, Originator, Trader, and Deal Management Team to develop and document information used at the time of rate lock
 - Update internal systems to ensure that appropriate internal reporting data reflects current information for the transaction
 - Coordinates with outside attorney, vendor, to obtain documents based on conditions of loan approval and type of financing
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- Receives assistance from more experienced closers or manager with difficult questions and situations
- Completes quality control analysis of standard and nonstandard loan documentation, ensures data integrity and performs various functions related to the workgroup to avert losses and reduce undue risk
- May act as mentor and resource to Loan Closer I
- May provide training to Loan Closer I
- Answers phones to assist internal and external customers
- Three or more years of experience applying general accounting principles