



Example of Mortgage Underwriter Job Description

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

Responsibilities for mortgage underwriter

- Evaluate the entire credit package and collateral for residential mortgage loans and ultimately ensure an “investor” quality loan product
- Be available to processors and loan officers for general guideline interpretations and questions on specific loan files
- Check accuracy of all calculations
- Review and evaluate borrower(s) profile, including but not limited to all income documentation (including complex business and personal tax returns), credit reports, asset documentation, purchase agreements, preliminary title report and appraisals as per investor requirements
- Exercise good judgment and conduct reasonableness tests related to credit risk
- Must meet pre-set service level agreements
- Analyze exception requests and determine acceptability to risk requirements and escalate appropriately for approval
- Expected capacity of 2-3 new submissions per day, plus re-submissions
- Maintains senior team leadership within the group
- Handles loan prioritization

Qualifications for mortgage underwriter

- Advanced knowledge of real estate values and credit analysis
- FHA Direct Endorsement Underwriter designation desired
- VA Staff Appraisal Reviewer (SAR) designation desired
- Must be able to independently form and defend credit decisions and be able

- Have an understanding of how to review customer documentation