



Example of Mortgage Underwriter Job Description

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Our company is growing rapidly and is looking to fill the role of mortgage underwriter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for mortgage underwriter

- Reviews loan application and supporting documentation according to PMLLC and specific investor guidelines
- Resubmits loan files as needed through automated system for updated or final submission
- Is available to Loan processors, Closer and Loan Counsulatnt for questions on specific loan files and interpretation of feedback reports from automated systems
- Maintains acceptable quality control finding percentage and responds timely to audits
- Participates in Underwriting Meetings and on project teams as needed
- Reviews loans which receive an automated underwriting finding of refer or caution to determine if there is an ability to issue an approval based on the credit risk of the loan
- This involves reviewing the applicant's credit profile, their income and employment history and their assets documentation to determine the applicant's credit worthiness
- The Mortgage Underwriter will utilize tools such as Fannie Mae Desktop Underwriter, Collateral Underwriter and EarlyCheck and Freddie Mac's Loan Product Advisor daily to assist with their underwriting decisions
- Will apply the Ability to Repay (ATR) and Qualified Mortgage (QM) standards to their underwriting decisions
- They will use several fraud tools to ensure complete and consistent compliance with state and federal regulations

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- Ability to meet deadlines and very detail oriented
 - Minimum 5 years' current Conventional/FHA underwriting experience
 - Must have valid CHUM number
 - In-depth knowledge of a variety of loan products and program guidelines
 - Microsoft Word and Calyx Point
 - Strong analytic, interpersonal, verbal and written communication skills