



Example of Underwriter, Mortgage Job Description

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

Responsibilities for underwriter, mortgage

- Responsible for assuring the origination of investment quality mortgages by determining that the borrower shows a willingness and financial ability to repay the debt through a thorough but reasonable evaluation of all
- Ensuring that the Credit Union will be able to recover the loan proceeds from the collateral in the event of a default
- Underwrite all real estate loans ?? FNMA 1st Mortgages, Express Refi 1st mortgages, Home Equity Loans, HELOC
- Review loans for risk analysis and compliance with agency and investor guidelines
- Render loan approval decisions within appropriate timeframe of 48 hours while meeting quantity and quality standards of at least four new loans per day averaged on a monthly basis in addition to resubmissions and no major exceptions
- Use of automated underwriting systems in determining risk, salability and reduced documentation for borrowers and review of data accuracy as input in Destiny, LP and DU
- Clear, concise and appropriate conditioning of loans when rendering decisions
- Accept and accurately maintain loan file as it pertains to underwriting documents
- Mentor processing staff on underwriting deficiencies and calculation errors
- Keep management informed of specific ongoing issues that need immediate attention

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- A minimum of three (3) years current Mortgage Underwriting work experience in Underwriting Conforming and/or Non-Conforming mortgage loans
 - Service orientation and sound judgment
 - Strong focus on mortgage operations
 - Minimum 7 years' experience underwriting jumbo and/or non-conforming loans for high net worth individuals
 - Thorough knowledge of FHA, Fannie Mae, Freddie Mac, Jumbo and Non-conforming mortgage program guidelines and regulations
 - Ability to handle fast-paced environments with minimum supervision and meet project deadlines