



Example of Underwriting Analyst Job Description

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Our innovative and growing company is looking for an underwriting analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for underwriting analyst

- Develop specific recommendations based on quantitative and qualitative evidence
- To assess the risk and accurately underwrite referred applications in line with FIS and the bank's approved processes
- Review financial documents to ensure compliance with loan policy
- Process loans from pre-approval to closing
- Determine and clear closing conditions
- Prepare and review closing documents
- Enter, review and validate loan information in the loan origination system
- Communicate with other departments as necessary to process loans
- Underwrite loans for accuracy according to loan policy and credit quality
- Quality review of mortgage and consumer loan origination

Qualifications for underwriting analyst

- Must be detail oriented, skilled in problem solving and knowledgeable of insurance concepts and rating techniques
- Intermediate to advanced level SQL proficiency, advanced MS Excel skills preferred and experience with Visual Basic or other similar programming language
- Minimum of 3 years progressive experience working as a business analyst
- Ability to document accurate business requirements and business process

- Basic knowledge of Underwriting technology and support systems