



# Example of Underwriting Manager Job Description

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

## Responsibilities for underwriting manager

- Lead in preparation and presentation of formal credit approval request to requisite approval authorities manage and administer the deal approval process
- Underwrites new business opportunities in the vendor space, assessing the credit risk profile
- Use common sense in review of deals and documentation presented
- Maintain cost controls and meet budget guidelines established for the team
- Provide support and expertise as necessary for relevant audits and exams
- Oversees 4-5 supervisors and a team of approximately 50-60 support staff
- Effectively communicates with all levels of business line management including AVP, VP and SVP levels
- Reviews reports for exceptions and disputes any findings within set period of time
- Ensures staff understands test scripts and procedures related to the loss mitigation underwriting process
- Coordinates workflow and ensures proper procedures are followed and deadlines are met

## Qualifications for underwriting manager

- Extensive knowledge of agency and investor guidelines and regulations
- Readily able to adapt to using business tools to support role Salesforce.com, Business Objects, AIMS, PCS

- 6 years prior manual underwriting experience • Possesses in-depth knowledge of a variety of loan products and program guidelines
- Bank product and services knowledge
- At least 3 years of underwriting experience working on Home Equity/Mortgage programs and guidelines