



Example of Underwriting Job Description

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Our company is growing rapidly and is looking for an underwriting. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for underwriting

- Thorough documentation and reporting to all stakeholders on HDFS dealer system outages
- Creates and maintains course outlines, user guides, and training materials to standardized format using appropriate software programs
- Participate in project execution of new programs including planning, requirements, development and testing, ensuring that projects are delivered on time
- Work with cross-functional teams to implement new features and functions maintain, support and upgrade existing system functionality
- Assist in the management of relationships with partners and other functional areas, keeping them aware of status and deliverables for projects and outstanding issues
- Assist in the management, development and reinforcement of content and tools to increase exposure, brand recognition and market share
- Uses effective time management to ensure dealer experience is satisfactory and meets expectations
- Conduct basic system analysis to be used in decision making and troubleshooting
- Backs up Dealer Operations Support Help Desk
- Via telephone, obtains information from dealers regarding operating system specifications

Qualifications for underwriting

- Experience with all facets of credit underwriting, including income analysis for qualifying self-employed borrowers
- Familiarity with income tax documentation including but not limited to sole proprietorships, S-corps, C-corps, partnerships and limited liability corporations
- Extensive underwriting background with particular emphasis on conforming and nonconforming lending
- Thorough knowledge of Fannie/Freddie/FHA/VA mortgage programs with a strong understanding of how to apply these guidelines to make sound lending decisions