



Originaton Compliance Specialist

Position Summary

Employment Type: Full-time
Reports To: Compliance Supervisor
FLSA Status: Nonexempt

Specializes in documentation and disclosure requirements. Adhering to both state and federal regulations surrounding the loan origination process. This position also implements policies and practices for quality and compliance requirements.

Essential Job Functions

- Responsible for the disclosure and accuracy of both initial and redisclosure loan packages.
- Interact with both Loan Origination software and Point of Sale portals for document delivery and verification.
- Able to review and comprehend loan documentation.
- Communicate with production staff to ensure accuracy and resolve problems and issues that arise.
- Knowledge and understanding of the home loan / mortgage process.
- Monitors and evaluates compliance with reference to a specific activity regarding a specific set of laws, rules and regulations
- Verifies that all firm and regulatory policies and procedures have been documented, implemented and communicated
- Provides information to employees in all other departments of the company in order to implement standards and practices that are compliant with current laws and policies
- Monitors implementation of the compliance program, policies and procedures
- Assists with training new employees on compliance matters
- Monitors implementation of the compliance program, policies and procedures

Key Characteristics

- Strong organizational skills
- Maintains strong ethical conduct
- Knowledge of loan procedures
- Highly motivated
- Familiar with industry's concepts
- Detail orientated
- Communication skills



Job Specifications

- 1-2 years of experience in the industry or a related industry
- Knowledge of the mortgage industry
- Encompass experience preferred

Competencies

1. Ethical Conduct
2. Time Management
3. Organizational Skills
4. Detail Oriented

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Employee signature below constitutes employee understanding of the requirements, essential functions and duties of the position

Employee Signature: _____ Date: _____

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This description reflects the management's assessment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This job description was reviewed and approved by the below:

Manager Signature: _____

Approval Date: _____