



Loan Closer

Position Summary

Employment Type: Full-time
Reports To: Closing Manager
FLSA Status: Nonexempt

Responsible for preparing loan documents and disclosures required for loan closings.

Essential Job Functions

- Reviews loan file for required documentation and ensures each loan package is in compliance with all applicable laws, rules and regulations, investor requirements and standard mortgage practices.
- Maintains strong working knowledge of mortgage lending industry including regulatory and compliance issues.
- Reviews closing and funding conditions from the underwriter that must be met prior to closing and/or funding to ensure all required pre-closing conditions are satisfied.
- Generates, reviews and approves closing packages and closing figures.
- Calculates wire amount for each loan package, balances figures with the settlement agent and prepares wire request for funding of each loan.

Key Characteristics

- Ability to use independent judgment.
- Excellent communication skills.
- Capable of multi-tasking.
- Willingness to work in a fast-paced environment and meet deadlines.
- Flexibility in schedule as mandatory overtime may be required with short notice.
- Above average mathematical abilities.

Job Specifications

- Up to date on current industry guidelines are a must.
- 2-3 years of experience in the mortgage industry



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: _____