

FHA Title II Direct Endorsement Underwriter

Description

Responsible for underwriting residential loans, reviewing information on mortgage loan documents to determine if borrower, property and loan conditions meet company and government standards, and escalating decisions on exceptions to the appropriate level for approval. The FHA-DE Underwriter is a Senior level position and should be able to work with minimal supervision. *Must have DE Certification to be considered for this position.*

Essential Position Functions:

- Underwrites FHA Title II residential loans; reviews loan-to-value ratios, credit reports, applications and appraisals to ensure that each loan meets the secondary marketing guidelines.
- Prepares all necessary approval documents including worksheets required to ensure compliance with regulatory guidelines.
- Corrects data & purges unnecessary documents as needed
- Reviews conditions and reworks existing files as necessary to ensure compliance with secondary marketing and regulatory guidelines
- Communicates suspense/re-work requirements to Processors after second-level reviews by Underwriting Manager
- Identifies alternate financing solutions (as necessary) or escalates loan files to Underwriting Lead/Manager for second-level review; Works with Sales and Processing agents to negotiate alternatives with customers

Requirements

Experience / Training / Education:

- DE Certification with current government loan underwriting experience is required for consideration
- Minimum of 3 years of **recent** FHA-DE Underwriting experience
- Familiar with LP and DU underwriting
- Bachelor's Degree
- Any similar combination of education and experience
- Prior experience in residential mortgage industry a must

Knowledge / Skills / Abilities:

- Thorough working knowledge of commonly used concepts, practices and procedures within underwriting field
- Strong knowledge of loan origination for mortgage and/or home equity loans, knowledge of all internal products
- Effective oral and written communication skills; Excellent interpersonal skills
- Computer skills: intermediate MS Word, intermediate MS Excel, intermediate MS Outlook, intermediate MS Access, intermediate knowledge of Internet.
- Demonstrated knowledge of Automated Underwriting Systems, such as DU/DO; LP; Clues; Clout; Assetwise, etc....
- Ability to work under pressure of multiple projects and deadlines; Ability to effectively prioritize workload and manage changes in direction
- Ability to interpret and apply required policies and procedures with minimal supervision
- Ability to work in a team environment