



**Title:** FHA Underwriter

**Job Status:** Full Time/Salary

**Department:** Government Lending

**Reports to:** Director

**Work Schedule:** 40-45 hours per week

**Amount of travel required:** None

**POSITION SUMMARY:**

Underwrites FHA loans in accordance with FHA and VMF standards, and provides guidance to operations team members and credit managers regarding structuring and documenting FHA transactions.

**ESSENTIAL FUNCTIONS:**

- Validates data submitted to Desktop Underwriter (DU) by the loan processor to reach a decision. Validation tasks include verifying the applicants' income was calculated correctly and the assets used for funds to close and reserves are accurate.
- Performs manual underwriting reviews of loans that receive a "refer" decision from DU to make a fair and supported risk-based decision.
- Provides counter-offers for loans that cannot be approved as submitted to underwriting, if appropriate.
- Resubmits loans to DU when data used for the credit decision is out of FHA's tolerance requirements.
- Double checks to ensure mortgage amounts have been calculated correctly and FHA loan transmittal forms are complete and accurate.
- Performs a comprehensive review of the loan file to ensure required documentation for credit, property, FHA disclosures, and regulatory disclosures are complete and accurate.
- Reviews appraisal reports and property related documentation, and prepares and signs the Statement of Appraised Value.
- Updates loan statuses and conditions in LINK.
- Performs underwriting reviews within 48 business hours from receipt of loan files from processing.
- Inputs required appraisal data into FHA Connection.
- Mentors and coaches junior underwriters to help them earn their FHA Direct Endorsement (DE) designation.
- Assists production personnel and credit managers to identify and structure eligible FHA transactions.
- Performs other duties as assigned

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- At least seven years of mortgage lending experience
- At least two years of FHA underwriting experience
- FHA DE designation
- Familiarity with manufactured housing is preferred
- A bachelor's degree is preferred

**POSITION SKILL REQUIREMENTS:**

- Excellent critical thinking and problem solving skills
- Demonstrated risk analysis skills
- The ability to learn and retain new information quickly
- Strong written and verbal communication skills
- Good time management skills
- Good organizational skills
- Strong math skills
- Proficient technology skills