

**VERABANK  
JOB DESCRIPTION**

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**JOB TITLE:** Mortgage Loan Closer

**DEPARTMENT:** CLP

**INCUMBENT:** \_\_\_\_\_

**SUPERVISOR:** CLP Supervisor

**FLSA STATUS:** Non-Exempt

**DATE:** \_\_\_\_\_

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**JOB PURPOSE**

The Mortgage Loan Closer is responsible for performing routine operational duties related to consumer residential, construction and land mortgage loans in compliance with the Bank's policies, procedures and related laws and regulations. Coordinates loan closings with the Specialist, Lender and Title Company; Promotes business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services.

**DUTIES AND RESPONSIBILITIES**

1. Accurately and efficiently performs administrative duties in the preparation of loan closing documents to support the mortgage lending officers and branches for consumer mortgage, construction and land loans.
2. Reviews loan documents submitted from loan Specialist to ensure loan file information is complete, accurate and in compliance with banking regulations.
3. Obtains any outstanding closing condition documentation prior to allowing loan closing.
4. Responds to loan officers and branch requests for status updates on loans in closing
5. Responsible for following up on any post-closing loan conditions.
6. Responsible for meeting the department's standards for quality and quantity of work product to ensure customer satisfaction.
7. Responsible for the referral and cross-sell of bank products and services.

## **CONTACTS**

Daily contact with supervisor, loan officers, branch lending staff and closing service providers.

## **SPECIFIC REQUIREMENTS**

1. High school diploma or equivalent experience.
2. Knowledge of personal computer and related word processing and spreadsheet software.
3. Ability to work under pressure and deadlines.
4. Excellent oral and written communication skills.
5. Excellent customer service skills.
6. Ability to work independently and as a team with excellent time management skills.
7. Detail oriented.

## **PREFERRED REQUIREMENTS**

1. Minimum of three years recent experience in mortgage loan processing.
2. Comprehensive knowledge of banking rules and regulations.
3. Familiar with the bank's core accounting system.
4. Knowledge of various banking departments.
5. Basic accounting skills.

## **PHYSICAL REQUIREMENTS**

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment.

## **NOTICE**

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

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Employee

Department/Division Manager

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Date

Date