



Job Description

Date—February 2, 2021

Job title—Mortgage Underwriter

Classification— Nonexempt, full time

Reports to—Mortgage Operations Manager

Summary/objective— The position is responsible for reviewing mortgage applications for compliance with Arbor Bank's underwriting, investor, VA, FHLB and FNMA/FHLMC guidelines. They will also keep the mortgage team aware of changes to the guidelines.

Essential functions—

Reviews/analyzes loan files to ensure file meets loan program requirements. Includes individual analysis of: loan application, credit profile/reports, debt and assets, income/financial statements, loan values/loan-to-value ratios, appraisal reports, collateral and supporting documentation

Conditions files for missing/supporting documentation

Approves, counters or denies the loan file

Acts a resource for Sale in answering loan scenario questions

Other duties

Performs other duties as assigned.

Required education and experience—

Minimum 3 years mortgage experience

Knowledge of VA, FHLB and FNMA/FHLMC guidelines

Experience working with Fannie Mae and Freddie Mac technology tools (Desktop Underwriter, Loan Product Advisor, Collateral Underwriter. etc.)

High attention to detail

Preferred education and experience—

Knowledge working within the Encompass platform

Strong organizational and critical thinking skills

DE and/or SARS certification

Work environment—

Flexible work from home and office balance. No adverse environmental conditions expected.

Physical demands—

Sedentary work that primarily involves sitting/standing.

Remaining in a stationary position, often standing or sitting for prolonged periods.

Communicating with others to exchange information.

Repeating motions that may include the wrists, hands and/or fingers.

Assessing the accuracy, neatness and thoroughness of the work assigned.

Position type and expected hours of work—full time, 8-5 M-F, weekends and over time, as needed.

Travel—

No travel.

Affirmative action plan/equal employment opportunity (AAP/EEO) statement— Arbor Bank maintains a policy of non-discrimination with employees and applicants for employment. No aspect of employment with us will be influenced in any manner by race, color, religion, sex, age, national origin, marital status, disability or any other basis protected by applicable law. We also believe in the principles of the Americans With Disabilities Act (ADA). ADA prohibits employers from unlawfully discriminating against employees or job applicants with disabilities when making employment decisions. We will provide reasonable accommodation to otherwise qualified disabled employees or applicants. If you are unable to apply because of incompatible assistive technology or a disability, please contact us at carolynstraub@arborbanking.com