

Job Title

Loan Processor

Short Description

Join WCU Credit Union as a Loan Processor and play a pivotal role in facilitating our home equity loan process. This entry-level position is perfect for individuals with some mortgage lending experience and offers significant growth potential. As a Loan Processor, you'll navigate the NMLS system, initiate and review loan applications, and manage the complete process from pre-approval to closing. In addition, you'll have the opportunity to engage with members, ensuring a seamless lending experience. We offer a competitive salary of \$40,000 annually, plus premium Blue Cross/Blue Shield insurance coverage. If you're a diligent professional committed to excellence in the financial sector, we'd love to hear from you. Reports to the VP of Lending.

Full Description**Summary:**

Join WCU Credit Union as a Loan Processor and play a pivotal role in facilitating our home equity loan process. This entry-level position is perfect for individuals with some mortgage lending experience and offers significant growth potential. As a Loan Processor, you'll navigate the NMLS system, initiate and review loan applications, and manage the complete process from pre-approval to closing. In addition, you'll have the opportunity to engage with members, ensuring a seamless lending experience. We offer a competitive salary of \$40,000 annually, plus premium Blue Cross/Blue Shield insurance coverage. If you're a diligent professional committed to excellence in the financial sector, we'd love to hear from you. Reports to the VP of Lending.

Responsibilities:

- Navigate and utilize the Nationwide Mortgage Licensing System (NMLS) website, ensuring completion of the MU4R questions and registration as mandated for this role.
- Initiate loan applications, ascertaining if members meet the preliminary qualifications for a home equity loan.
- Oversee initial loan approvals, collaborating with borrowers to obtain requisite documentation.
- Acquire information pertinent to closing, such as income verification, credit report ordering, mortgage payoff verification, and manage files from pre-approval through to closing.
- Scrutinize and evaluate financial data and documents pertinent to mortgage applications, ensuring alignment with underwriting standards.
- Fulfill all conditions set by underwriting.
- Confirm loan approval adheres to established lending protocols.
- Engage with members via telephone, email, or mail, ensuring clarity and understanding of credit histories, employer verifications, and personal references.
- Analyze member credit reports, ensuring accurate credit

history reflections.

- Actively promote other lending products, such as auto loans, unsecured loans, and increased home equity loan amounts.
- Determine new lendable equity post appraisal receipt.
- Coordinate with third-party title companies to acquire title insurance and verify title work.
- Input HMDA data into the loan origination system and ensure compliance with regulatory requirements.
- Schedule loan closings and conduct in-branch closings.
- Ensure proper documentation and signatures on all loan paperwork prior to dispatching to the Audit Department.
- Maintain loan inquiry records and track loans in progress.
- Support daily office operations, such as filing, data entry, phone communications, faxing, letter typing, and general office tasks.
- Collaborate with peers to optimize the loan processing workflow.
- Ensure office aesthetics and personal appearances uphold professional standards.
- Address member concerns related to loan payments or payroll deductions.
- Handle queries related to the Accidental Death and Dismemberment Insurance Program.
- Create releases for paid-off loans and ensure proper filing and recording.
- Ensure consistent compliance with lending policies, Safe Act, CFPB, ECOA, and HMDA regulations.
- Stay current with BSA/AML/OFAC policies and undergo required annual training.

Reports to:
VP of Lending

Qualifications:

- Prior experience in the loan domain with a particular focus on mortgage lending is essential.
- Suitable for entry-level candidates, but holds significant opportunities for growth and advancement.
- A dynamic individual who can serve in a comprehensive loan processor capacity, inclusive of consumer lending responsibilities.
- Keen attention to detail and dedication to ensuring top-notch member service.

Compensation:

- Annual salary of \$40,000.
- Premium insurance coverage from Blue Cross/Blue Shield valued at \$10,000, fully covered by the Credit Union.

WCU Credit Union is committed to diversity and inclusivity. We encourage all qualified individuals to apply. Successful candidates will undergo a thorough background check in alignment with local regulations and our commitment to ensuring a safe and trustworthy service for our members.

Education	N/A
Additional Comments	
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Fax	
Expiration Date	12/30/2023