

Mortgage Loan Processor

Chilton Office

Are you looking for a place for opportunity to begin? Look no further. State Bank of Chilton is a leading community family orientated Bank that is devoted to our employees and customers. We value our employees and want to empower them to move forward. We are looking for a Mortgage Loan Processor that may quickly move forward into a position of Mortgage Loan Officer.

Position Summary:

Works collaboratively with the Mortgage Loan Officers on a day to day basis preparing, collecting, verifying and reviewing loan documentation while maintaining policy, procedure and state and federal regulations. The Loan Processor may communicate directly or electronically with the borrower, title companies, appraisers, realtors and staff in a professional and effective manner to obtain necessary documentation. Duties also include but are not limited to posting loan payments, balancing general ledgers, sending billing statements, preparing escrow statements, and creating checks, general ledger tickets and wires.

Principal Duties and Responsibilities:

- Responsible for gathering, assembling, reviewing and providing loan documentation in a timely manner.
- Order verifications, appraisals, title letter reports, commitments, credit bureau reports, flood determination, mortgage insurance and any items as necessary to process a mortgage loan effectively and efficiently.
- Verify employment, assets and credit history of persons applying for a loan to ensure that the application is complete and accurate.
- Communicate with title companies, appraisers, realtors, customers, and mortgage staff to obtain necessary information and order outside services as needed.
- Review title work and resolve any issues, (encroachments, judgements, liens etc.)
- Examine new construction documentation before ordering appraisals, perform new construction draws and collect lien waivers if needed.
- Verifies documentation submitted to complete file, correct or follow up on items needing compliance, once completed hand over documents for pre-closing review.
- Prepare disclosures as required by regulations.
- Audit physical and electronic files for completeness to give file to Operations Officer for review.
- Send out credit notices to spouses when necessary.
- Prepare loan closing documents.
- Verify loan closing totals after closing to prepare for input to loan system, which may include creating checks, general ledger tickets, wires and balancing of the loan.
- Ensure documents are maintained and stored in compliance with policies and regulations.
- Prepare escrow documents, escrow analysis and refunds of escrow surplus.

- Maintain insurance files, follow up on lapsed or cancelled policies, process insurance checks and rebates.
- Process loan payoffs.
- Review daily loan notices, bills, past due, etc.
- Process UCC filings, new and renewals with Wisconsin Department of Financial Institutions.
- Complete WHEDA final documents, record mortgages, final titles and verify the file.
- Daily look at FHLBC payments and contact wire team of wire transfer
- Verify FHLBC monthly reporting balances
- Pay Mortgage Insurance, and Homeowners Insurance monthly.
- Pay taxes annually
- Balance monthly DDA accounts for FHLB loans, TTI, PTI
- Perform a rate lock if requested by Loan Officer
- Type up ACH form for Transfer Management System and forward to proper department to set up. Verify that it worked for first payment.
- Train counterpart when needed
- Assist customers and staff with questions.
- Continue education on software, policy, procedure as well as local, state and federal rules and regulations.
- Assist with Consumer loans as needed by ordering credit reports, process loan closing documents, process lien filing electronically new filings and releases upon payoff, process loan pay offs, process paid loan paperwork, process denial paperwork.

Candidates for this position must possess:

- 1 to 3 years similar or related experience
- Experience with processing Conventional, Secondary Market and WHEDA loan applications
- Knowledge of mortgage products and terminology
- Organizational and time management skills to balance workload and meet deadlines.