



Senior Mortgage Closer Funder

Job Summary

Ark Mortgage is seeking Sr. Mortgage Closer & Funder for full time positions within our growing company located in our Spring Valley, NY location. This position performs the job with infrequent consultation with superiors. Decision-making includes reacting to errors discovered to resolve the immediate issue and also to ensure a similar error is not made. They must be able to stand by a decision, despite second guessing or disagreement from others. They must take quick action, sometimes in spite of limited information. They must be able to determine the required documents needed for each individual loan request to insure protection of the bank's and the customer's interests. They must be able to quickly escalate issues outside of their level of authority. They must maintain a high working knowledge of bank loan policy and regulations. Day to day decisions will be made regarding the major duties and responsibilities of the position. Salary will commensurate with experience.

Principle Duties and Responsibilities

- Assume certain supervisory responsibilities as assigned by management, such as: organize loan files to ensure work is completed timely as directed
- Assist in training new closers
- Provide guidance and assistance to the closing and corrections teams as necessary
- Provide feedback for performance reviews.
- Perform loan closing tasks to ensure team continues to meet established turn-time requirements
- Ensure that loan disbursement activities are done accurately and timely for boarding to the servicing system.
- Ensure all closers have prepared files accurately and timely for transfer to the Loan Delivery department.
- Coordinate with others to make certain corrections for pending purchases or mortgage insurance are obtained timely, to meet the needs required.
- Conduct periodic audits of random samples of closed loans to ensure all closing documents have been scanned into the imaging system, and are complete and legible.
- Communicate and coordinate with originating and underwriting staff to facilitate excellent customer service.
- Review current practices and procedures and provide recommendations to senior management regarding changes that may enhance customer service, or improve efficiency within the department.
- Perform other duties as assigned

Required/Desired Knowledge, Education, Experience and Skills

- High school diploma or equivalent.
- Proficient in typing, use of calculator by touch, and proficient in the use of personal computer systems.
- Good communication skills and a thorough knowledge of mortgage loan closing documentation requirements
- Must have supervisory experience with demonstrated ability to train staff
- Must be able to perform duties independently with minimal supervision

- Must have demonstrated an ability to routinely close a high volume of loans without errors
- Good interpersonal skills and oral and written communication skills
- Good PC and software application skills in Windows environment; good 10-key skills
- Good organization skills and detail oriented.

The above statements are intended to describe the general nature of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

Benefits

- Competitive compensation based upon experience
- Work environment that is collegial with chances for career development
- Opportunity to work at a company that is experiencing strong growth in marketplace

We offer a generous employee benefits package after 90 days of full-time employment which includes:

- Healthcare & dental plan
- 401(k) Plan
- Vision Plan (VSP)
- Employee Discount Program
- PTO (paid time off - vacation, sick & holidays)
- Free coffee & snacks

Ark Mortgage...We Hire For The Attitude And Train For Experience

Ark Mortgage (NMLS ID#103915) is an Equal Opportunity Employer M/F/Disability/Veterans