

Mortgage Loan Officer

The Mortgage Loan Officer (MLO) is a key member of the Good Neighbors Credit Union lending team who concentrates exclusively on real estate lending, primarily first mortgages. The MLO is responsible for interviewing applicants for real estate loans and processing applications. Gathering background information and assessing loan applicants' mortgage readiness.

Job Responsibilities

- Establish and monitor control procedures for first-mortgage loan portfolio
- Interview loan applicants and assist members with the loan application process. Handle mortgage loans of highest complexity, values and risk
- Obtain and evaluate credit bureau reports on applicants
- Pull credit bureau reports on applicants
- Approve or deny real estate loan applications and explain reasons for denial
- Ensure that each real estate loan is processed accurately
- Pay title company fees for title searches, legal work and appraisals
- Manage second mortgage portfolio and work with Marketing team to develop marketing plans for these products
- Monitor delinquent real estate loans and take action as necessary
- Train new mortgage loan officers (MLO)
- Actively manage MLOs relative to real estate lending transactions
- Ensure that the Credit Union home equity program adheres with all regulatory requirements
- Manage Credit Union Home Equity Line of Credit plan, ensuring all rate/payment changes notices are prepared and mailed out semi-annually
- Responsible for adherence to SAFE Act requirements, including MLO disclosure requirements
- Assuring annual renewal of Credit Union and MLOs with the Nationwide Multistate Licensing System & Registry (NMLS)
- Conducting annual SAFE Act training with all registered MLOs

Additional Responsibilities as Needed

- Develop mortgage loan business through member seminars and calls to realtors, contractors and other institutions
- Prepare mortgage loan application and document packet for closing
- Pay real estate taxes including calculating tax shortages and new monthly payments
- Maintain accurate records of insurance and taxes on real estate loans
- Maintain escrow accounts for the payment of members' taxes and insurance premiums
- File necessary papers with the state land title for second mortgages

Requirements and skills

- Motivated self-starter who can work independently, is proactive, and loves a challenge with a strong sense of urgency.
- Strong follow through and grey-area decision-making skills with the ability to prioritize tasks and projects.
- Ability to maintain focus, multi-task, and keep a strong eye on the details in an ambiguous and changing environment.
- Excellent interpersonal skills: demonstrated consultative, influencing, strategic thinking and problem-solving and presentation skills.
- Proficient with Microsoft Office, Word, Outlook, and PowerPoint; with an advanced knowledge of Microsoft Excel.
- Ability to maintain confidentiality and demonstrate respect and professionalism.
- Excellent verbal and written communication skills to communicate professionally.
- One year of experience in real estate lending

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Why Employees Love Our Credit Union:

- Competitive compensation of \$58,500 starting salary
- Paid training (courses, events, conferences)
- Paid Time Off – 4 weeks (prorated in your first year)
- 12 Paid Holidays + Birthday Holiday
- Free Medical, Vision and Dental Insurance for all tiers
- Free Short and Long Term Disability Insurance
- Free Life Insurance
- 401K with 6% Match
- Employee Loan Discount
- Holiday and Annual Bonus

Apply Now

- Send a resume and cover letter to HR@goodneighborscu.com
- Please complete our hiring assessment at: <https://assessment.predictiveindex.com/3hL/6e7b5a8e-3f80-4e36-8c98-8b3f0bbe8089?type=candidateba>