



Residential Mortgage Underwriter

This is your chance to join Fleetwood Bank, the only independent community bank headquartered in Berks County. We have an exciting opportunity for an experienced mortgage underwriter to make decisions about home ownership in our community. Our Loan Team, from our originators to our processors, has years of experience in the mortgage industry. Together our Team makes home ownership dreams happen for our customers. Credit decisions are made at our Fleetwood, PA headquarters by local people living in the community we serve. This gives us the ability to understand and respond quickly to the needs of our customers.

The location is Fleetwood, PA but can be remote. The hours are Mon-Fri 8AM -5PM.

Responsibilities

- Underwrite residential mortgage files using Desktop Underwriter to evaluate credit worthiness of applicants.
- The review of financial statements, tax returns, asset statements, bank account statements, income statements.
- Investigate and document large deposits and other anomalies that may not have been documented by the Originator.
- Review appraisals to ensure appraisers used proper guidelines.
- Review and assess whether loans meet investor requirements, in particular which loans meet MPF guidelines in preparation for a secondary market sale, or if the loans will be held in the Bank's portfolio.
- Access and maintain a working knowledge of investor and agency guidelines, including nonconforming products.
- Approve or recommend denial within lending authority limit, including those of a more complex nature. In denial situations, review the reasons why the loan was denied and in some cases recommend other scenarios for which the applicant may qualify.
- Act a consultant for Originators and Processors related to different loan scenarios and what if situations.
- Answer questions related to underwriting and Ellie Mae's Encompass underwriting data input.
- Follow the Bank's credit policies and underwriting guidelines.
- Comply with all laws and regulations that apply to the position.

Qualifications

- Minimum 3 years mortgage banking experience, including 2+ years of recent mortgage processing/underwriting experience.
- Familiarity with Desktop Underwriter and MPF underwriting standards a plus.
- Working knowledge of Ellie Mae's Encompass Mortgage Loan Origination System a huge plus.
- Knowledge of industry regulations and mortgage processing preferred.