

TITLE: Loan Closer
REPORTS TO: Loan Processing Supervisor
LOCATION: Corporate Office
FLSA STATUS: Non- Exempt
DATE: 09/19/2024

Responsible for the accurate and timely closing and funding of all loan transactions that have received final loan approval. Coordinate with the loan applicant, loan originator, loan processor, title company and the underwriting team to coordinate closing date, time and ensure that each party involved is accurately informed about the closing details and procedures.

Essential Functions:

- Ensure closing disclosures and final loan document packages are prepared according to company policies and standards.
- Coordinate closings with all parties to ensure customer expectations are met.
- Have a thorough understanding of all investors' closing procedures and practices.
- Review files to ensure sufficient funds to close and all documents needed for closing are available.
- Ensure all contract conditions are met, file received approval from underwriter and has cleared Quality Assurance.
- Maintain communication with all loan-related personnel to ensure prompt, accurate and dependable customer service.
- Ensure accurate disbursement of loan funds.
- Review title policies.
- Provide backup assistance to processor when necessary.
- Assist with audits and examinations.
- Participate in loan department staff meetings.
- Commit to continuing education and staying current with regulations and changes.
- Compliance with all government regulations including the Bank Secrecy Act and related regulations.

Required Education and Experience

- At least one year of experience in real estate lending operations to include production positions. Ex: loan closing, processing or servicing.
- The required minimum education is a high school diploma or equivalent, associate or bachelor's degree preferred.

Competencies:

- Ethical Practice – Being in accordance with the rules or standards for right conduct or practice; following processes, procedures, policies, laws and regulations that govern the Bank; moral uprightness; honesty
- Integrity –
 - Behavioral: Doing the right thing; acknowledge mistakes and demonstrate accountability for actions.
 - Job based: Ensuring accurate data throughout the organization
- Communication –
 - Delivering Messages: Ability to deliver clear and accurate messages across a variety of mediums to audiences of all sizes and backgrounds. Ensures that the delivered message is clear and understood by the listener.

-Listening: Understands information provided by others. Listens actively and to others' views and concerns. Seeks further information to clarify ambiguity.

- Teamwork – Positively, respectfully and openly participates in the collaborative effort of a group to achieve a common goal. Be committed to building an encouraging, caring, and supportive environment. Provide mutual support; be open minded to other's suggestions and contributions.
- Accountability for actions.
- Possess exceptional analytical, decision making, and communication skills, as well as accuracy and efficiency.
- Maintain a professional, business-like atmosphere within the department and organization.
- Proficient in Microsoft Office (Outlook, Excel, Word) and loan origination systems.
- Ability to organize and prioritize workload and meet deadlines.
- Must be self-motivated and have an ability to work independently as well as in a team setting.
- Understanding of the mortgage lifecycle and skills to manage the mortgage lifecycle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is occasionally required to stand, walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk to hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Position Type

This is a full-time position. Business hours of operation.

Travel

- As required

AAP/EEO Statement

First Federal Savings of Lorain is an Equal Opportunity Employer-M/F/Disabled/Vet

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.