

Quality Control Review Analyst

SUMMARY:

Responsible for the quality control review and analysis of the federally guaranteed investor mortgage loans, portfolio conforming and non-conforming mortgage loans, and consumer loans.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Responsible for maintaining the automated loan review database, and for preparing the asset quality reports, and the financial spreadsheets for review by the Loan Committee, Credit Committee, and the Board of Directors.
- Performs an underwriting and appraisal/collateral analysis, and evaluates the quality of the member loan documentation, for the quality control review of the residential mortgage loans, investor mortgage loans, and the consumer loans.
- Maintains current knowledge of the consumer protection act, and any relating laws and regulations by Federal, State, or local governing bodies. In particular the Federal Regulations B, Z, and X.
- Maintains current knowledge of all portfolio mortgage loan programs and unique underwriting programs. Maintains current knowledge, and regulatory information on laws relating to all Federally guaranteed loan programs, and documentation specific to each product.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)