Waukesha State Bank

151 E St Paul Ave – PO Box 648 Waukesha WI 53187-0648
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Mortgage Lending
Mortgage Closing Associate

Hours:	**Full Time**
Job Duties:	• Schedule all Conventional, WHEDA/FHA/VA and Investor Loans for closing time, and dates coordinating with the closing agent, customer, attorney, broker, etc • Review commitment conditions on Commitment letter as well as conditions on the 1008, to insure all have been received and documented in the file. • Enter all data into Loan Origination System for preparation of closing documents. Prepare HUD-1, checks for disbursements, and balance journal and checks. • Order Seller's Closing Statement, subordination agreements, satisfactions or applicable payoff statements, and ensure all floating loans have been locked with the customer • On New Construction loans, call the builder to verify final contract price, down payment and any draw needed at the closing • Produce copies and sort file for Loan Closer. Prepare all applicable checklists for the file • Organize all closed loans & scan files in proper order. Ship documents to FHMA and Process wire when FNMA purchases loan • Perform any additional duties or projects as assigned
Job Qualifications:	• At least 2-3 years in mortgage lending • Continuing education in related industry courses through FNMA, WBA, and Bank approved courses • Excellent oral and written communication skills • Good PC skills including knowledge of a variety of software programs (i.e. Word/Excel) • Ability to meet deadlines and strong organizational skills • Excellent time management skills • Attention to detail and consistent follow-through • Positive attitude/flexibility • Desire to work in a fast-paced, team-oriented environment • Desire to work in a community bank and represent WSB in a professional and ethical manner at all times

Excellent Benefits • Equal Opportunity Employer