

MORTGAGE BANKING DIVISION

1-4 Family Mortgage Origination

POST CLOSER

Primary Function:

Responsible for the accurate and timely packaging and delivery of all closed mortgage loans. Ensure all closing conditions have been met, loans disbursed, documents recorded and the final title sent within 24 hours of file disbursement.

Specific Responsibilities:

1. Prepare refinance loans for disbursement during recession period, for efficient disbursing on the disbursement date. Prior to disbursing the loan, ensure all closing conditions have been met.
2. Ensure each refinance loan is not going to be rescinded, then disburse refinance loans including all checks and payoffs as applicable. If Right to Cancel form is not received by 1 pm of disbursement date, contact borrower(s) to obtain a verbal verification.
3. Disburse all purchase loans as applicable.
4. Review title commitments and ensure WSB is in first lien position.
5. Verify and activate PMI
6. Print post closing documents. Prepare and copy all documents and file packages for Audit, Vault, and/or Secondary Market.
7. Record all docs thru Simplifile within 24 hours of disbursing. Obtain necessary 2nd mortgages from consumer lenders.
8. Upon receipt of recorded documents thru Simplifile, prepare and send title with all applicable items to clear title requirements. Log title in Mortgage Title EXCEL spreadsheet for servicing follow-up.
9. Submit loans to Investor when due. ULDD input & transmission to Fannie Mae. Assure docs meet Fannie certification requirements
10. HMDA Logging of closed loans
11. Upload loan on the FISERV - Navigator system doing maintenance to assure that the loan will function correctly and activate thru block. Verify the next day.
12. Final organization and quality check of the file for scanning & filing
13. Scan File to Director & correct scanning as needed after scanning check-backs, within a week of disbursing.
14. All loan post closing steps to be completed within 24-48 hours of disbursement date, excepting only those outside the control of the post closer (i.e. slow recording times at the register of deeds.)
15. Keep current with all revisions to procedures and develop increasing knowledge of Fannie Mae requirements and Navigator/FISERV functionality.
16. Act as back up to Closing Assistant and Application Processor.
17. Assist Loan Servicing/ Audit with post closing issues.
18. Perform any additional duties or projects as assigned.

Experience and Educational Requirements:

1. High School degree or equivalent
2. Continuing education in related industry courses through FNMA, MBA, or other approved courses (or equivalent experience)
3. Excellent oral and written communication skills
4. 2-3 years of experience in the mortgage lending industry
5. Good PC skills including knowledge of a variety of software programs (i.e. Word/Excel)
6. Ability to handle multiple priorities and excellent time management / organizational skills
7. Decisive and detail-oriented
8. Positive attitude/flexibility
9. Desire to work in a community bank and represent WSB in a professional and ethical manner at all times.

Equal Opportunity Employer