



## Underwriter – Down Payment Programs

### Neighborhood Finance Corporation

Neighborhood Finance Corporation (NFC) is a well-established non-profit organization with a team oriented work environment. We are celebrating our 29th Anniversary as a mortgage lender in Des Moines and Polk County.

**Our mission:** NFC provides unique lending programs and other services to facilitate targeted neighborhood revitalization in Polk County and Cedar Rapids, Iowa, through partnerships with residents, governments, community based organizations and the business community.

NFC is seeking a qualified Underwriter for a down payment program to join our team. NFC will be serving as a lender for a down payment program in Douglas and Sarpy Counties in the Omaha, NE area. The position will be at our Des Moines, IA office. *This is a full-time, temporary (approximately 6-9 months) position.* The ideal candidate will have mortgage lending experience. The Underwriter will report to the Down Payment Programs Manager and will be responsible for underwriting applications for down payment assistance. Bilingual applicants are encouraged to apply.

**Summary:** At the direction of the Down Payment Programs Manager, this position is responsible for the final review of the borrower eligibility based on the program guidelines. Understanding of NFC's unique role as a nonprofit mortgage company and partnership with other lenders is imperative.

*Applicants must be available to work in Omaha, NE the following days June 19-22 (NFC will pay for travel expenses), in Des Moines June 24-28, the majority of days in July and August, and make a minimum of 6 month commitment to the position.*

#### **Specific Job Functions:**

- Underwriting 1st mortgage lender packages, issuing Closing Disclosures (CDs), and acting as a liaison between the processor and closer
- Utilization of the Client Management technology
- Maintaining client pipeline flow during the final stages of the closing timeline
- Other duties may include assisting with processing and issuing commitment letters and/or 1003 loan applications, lending team leadership, and creation and management of lending reports from Client Management Technology and/or Loan Origination System.

- Analyze and ensure accuracy of data entered in loan operation systems, if any discrepancies or errors are found, take immediate corrective action.
- Verifying borrower's income meets the program income limits and verify borrowers are purchasing within Douglas or Sarpy County, Nebraska.
- Work closely with management to ensure maximum program efficiency at all times.
- Perform other clerical duties, such as filing, copying, and faxing and/or mailing correspondence as necessary.
- Assist and participate in other projects as assigned by management.

**Job Requirements:**

- Attention to detail and excellent records and file management skills.
- Advanced mathematical skills to calculate income, assets, loan amounts, "Cash to Close," and other calculations properly.
- Knowledge of underwriting guidelines.
- Strong communication skills – oral and written.
- The preferred candidate will have a two or four year college degree; a high school diploma is the minimum requirement.
- A minimum of 2 years of loan processing or underwriting experience.
- Proficiency with MS Office applications including Word, Outlook and Excel. Ability to learn loan origination system.
- Travel (10% or less) may be required to attend appropriate training and/or conference events.

For direct hire employees: NFC offers competitive company benefits including free parking, medical/dental/vision/life insurance, business casual dress, paid sick/vacation leave, cafeteria plan, and 401(K) plan. Some benefits may only be available to full-time employees. Office hours are Monday through Friday 8:30 am to 5:00 pm; flexible schedules may be available.

Please send cover letter and resume to:  
 Down Payment Program Manager  
 NEIGHBORHOOD FINANCE CORPORATION  
 1912 SIXTH AVENUE  
 DES MOINES, IOWA 50314  
 Or [kpeterson@neighborhoodfinance.org](mailto:kpeterson@neighborhoodfinance.org)  
 No phone calls please