



Loan Processor

Neighborhood Finance Corporation

Neighborhood Finance Corporation (NFC) is a well-established non-profit organization with a team oriented work environment. We are celebrating our 27th 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, Iowa, through partnerships with residents, governments, community based organizations and the business community.

NFC is seeking a qualified Mortgage Loan Processor to join our team. The ideal candidate should have conventional mortgage lending experience, including knowledge of Fannie Mae requirements. The Loan Processor will report to the Vice-President of Lending and will be responsible for processing purchase, refinance and home improvement loans. NFC will consider applicants interested in part-time or full-time employment. Bilingual applicants are encouraged to apply.

Summary: At the direction of the VP of Lending, this position is responsible for obtaining the necessary documentation to process the loan applications, in addition to data entry of applications into the loan origination software. Understanding of NFC's unique role as a nonprofit mortgage company and unique lending products are imperative.

Specific Job Functions:

- Day to day administration of the mortgage loan process.
- Keep current with NFC loan products and loan guidelines.
- Review residential loan application files to verify that the application data is complete and meets company and investor standards, including loan amount, assets, liabilities, length of employment and income.
- Prepare necessary documents and submit mortgage loan application files for underwriting approval.
- Follow up on all outstanding orders to third parties within established company guidelines.
- Complete verifications, verbal and/or written, as needed.
- Assist and participate in other projects as assigned by management.

Job Requirements:

- Strong customer service skills and the ability to explain a complex lending product.
- Attention to detail and the ability to prepare files that have minimal errors when submitted to underwriting.
- The preferred candidate will have a two or four year college degree; a high school diploma is the minimum requirement.
- A minimum of 1-3 years of loan processing is preferred.
- Knowledge of underwriting guidelines for conventional mortgage loans; specifically Fannie Mae guidelines is preferred. Other non-profit or banking experience will be considered.
- Strong verbal and written communication skills.
- Proficiency with MS Office applications including Word, Outlook and Excel. Ability to learn loan origination system.
- Travel (5% or less) may be required to attend appropriate training and/or conference events.

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.

Please send cover letter and resume to:
NEIGHBORHOOD FINANCE CORPORATION
1912 SIXTH AVENUE
DES MOINES, IOWA 50314
Attn: VP of Lending
Or tnewkirk@neighborhoodfinance.org
No phone calls please