



# Mortgage Loan Processor

## Neighborhood Finance Corporation

Neighborhood Finance Corporation (NFC) is a well-established non-profit organization with a team oriented work environment. NFC is celebrating our 32nd Anniversary as a mortgage lender.

### **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 Mortgage Loan Processor to join our team in the Des Moines office. The ideal candidate should have conventional mortgage lending experience, including knowledge of Fannie Mae requirements; though mortgage experience is not a requirement for a candidate with other relevant experience. The Loan Processor will report to the Vice-President of Lending and will be responsible for processing purchase, refinance and home improvement loans.

**Summary:** At the direction of the Vice-President 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. A successful candidate will have shown in previous positions that they are detailed oriented, willing to learn new tasks, and utilize critical thinking as it relates to their position at NFC.

Bilingual candidates are encouraged to apply.

### **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.
- Coordinate with borrowers and third parties to review and resolve conditions for loan approval in person, by telephone or virtual communication.
- 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.
- The preferred candidate will have a two or four-year college degree; a high school diploma or equivalent 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, but not required.
- Strong communication skills – written and speaking.
- 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. Office hours are Monday through Friday 8:30 am to 5:00 pm with a 37.5 hour work week. Flexible scheduling and partially remote can be discussed.

Please send cover letter and resume to:

Vice-President of Lending

NEIGHBORHOOD FINANCE CORPORATION

1912 SIXTH AVENUE

DES MOINES, IOWA 50314

Or email [tgearhart@neighborhoodfinance.org](mailto:tgearhart@neighborhoodfinance.org)

No phone calls please