



## **Job Description**

**JOB TITLE:** HMDA Specialist / Mortgage Quality Assurance Specialist  
**DEPARTMENT/BRANCH:** Mortgage  
**IMMEDIATE SUPERVISOR:** Mortgage Operations Manager  
**FLSA STATUS:** Non-Exempt  
**LAST REVISION DATE:** 02/16/2021

### **JOB SUMMARY**

The HMDA Specialist / Mortgage Quality Assurance Specialist is responsible for overseeing and performing various functions in connection with filing the HMDA LAR. This includes responsibility for collecting and validating HMDA reporting information, entering collected data into appropriate reporting software, and participating in filing the HMDA LAR. In addition, this position is responsible for overseeing pre-funding and post-closing Mortgage Quality Assurance reviews in accordance with department guidelines to ensure loan files are structured correctly per company and agency/investor guidelines.

### **QUALIFICATIONS**

#### **Required:**

- High school diploma or equivalent
- Minimum two (2) years' experience in HMDA operations, compliance review, or mortgage loan processing, underwriting, origination, or servicing
- Precise attention to detail
- Ability to work independently and accurately in a fast paced environment
- Effective oral and written communications skills
- Willingness to learn and apply federal and state regulations for HMDA and other regulations applicable to the mortgage and banking industry required

#### **Preferred:**

- Proficiency with keyboarding and Microsoft Office applications, particularly Outlook, Excel, and Word
- Experience with loan origination systems, particularly Calyx Point, highly desired
- Exemplary customer service skills, both verbal and written

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Collect, validate, and analyze loan data to ensure compliance with HMDA reporting requirements
- Enter data into appropriate reporting software and verify the accuracy of the information in the reporting software
- Review data entry of fellow team members to ensure accuracy through second review process
- Perform targeted reviews for specific HMDA data points
- Ensure HMDA data is complete and 100% accurate prior to the annual LAR submission
- Participate in preparation of HMDA LAR
- Collaborate on, and work to facilitate, HMDA process improvements
- Collaborate as needed with other mortgage department employees and other bank departments as it pertains to HMDA
- Participate in the design and development of HMDA procedures, processes, controls, and training programs
- Participate in HMDA audits and assessments
- Research and resolve HMDA exceptions identified
- Perform random loan selection for the pre-funding and post-closing quality control reviews in accordance with department policies
- Responsible for providing timely notification to mortgage processing, underwriting, and closing staff of selected files and ensuring loans files are provided timely for review so as not to unnecessarily delay production goals
- Submit selected loans to department approved audit vendors
- Notify mortgage operations staff of findings of audit vendor including, if applicable, any exceptions or notifications of non-compliance cited by the audit vendor, collect explanations, supporting and/or corrected documentation for exception or non-compliance response, and submit additional data to audit vendor for update
- Share finalized audit findings with operations staff and senior management
- Complete assigned work within deadlines to ensure efficiency and meet compliance reporting dates
- Attend job-specific training classes as requested by manager
- Complete annual training as assigned, as required of all bank employees, in a timely manner
- Responsible for compliance within area of responsibility
- Performs all other related duties as necessary

#### **AAP/EEO STATEMENT**

This statement of policy reaffirms South Atlantic Bank's policy of equal employment opportunity in employment, compensation, training, transfers, promotions and all other aspect of employment regardless of race, color, religion, national origin, age, sex, veteran status, physical or mental handicap/disability and to state that we do carry out this policy at South Atlantic Bank. This policy also applies to all company-sponsored activities such as educational programs, tuition aid and social and recreational activities.