



Job Description

JOB TITLE: Mortgage Post Closer
DEPARTMENT/BRANCH: Mortgage Operations
IMMEDIATE SUPERVISOR: Mortgage Closer
FLSA STATUS: Non-Exempt
LAST REVISION DATE: 01/31/2021

JOB SUMMARY

Mortgage Post Closer assists with mortgage loan closing process by reviewing loan documents for compliance, completeness and accuracy. Obtains missing information, prepares files, and provides support to internal and external customers. Responsible for the accuracy and maintenance of the documents of final recorded and non-recorded closing documents. Prepares UCD for Fannie/Freddie from final Closing Disclosure for clean approval.

QUALIFICATIONS

- High School graduate or equivalent
- Paralegal experience or like legal education or experience
- One year of related experience and/or training; or equivalent combination of education and experience
- Must be detail-oriented, responsible and accurate
- Basic computer skills to include Excel, Outlook, Word etc.
- Must have excellent verbal and written communication skills
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for timely audit of the preliminary title with the Settlement Agent
- Reviews and ensures documentation is compliant with federal, state, program and/or industry regulations and guidelines/overlays
- Ensures prompt delivery of all closing documentation and conditions to Investor and Settlement Agent in order to meet closing, funding and delivery dates
- Assist with funding requests, prepares mortgage wire form and keys into Jack Henry

- Updates LOS system (Calyx) with appropriate status dates to include document preparation, funding, shipped, purchased and received final documents for data integrity
- When applicable to the loan/investor, register MINS using the MERS system and ensure timely transfer as required by MERS and the appropriate secondary market investor
- Receives and completes review of all closed loans when returned by Settlement Agent for both investor and portfolio loans to confirm all required documents are recorded, accurate, executed appropriately and returned within 48 hours of consummation.
- Responsible to reconcile and deposit all checks from Settlement Agents to appropriate General Ledger accounts
- Stacks and submits investor and portfolio loans for submission to SAB Operations and/or specific investor to their required standards for boarding
- Communicates effectively with all interested parties concerning closing-related questions and internal/external procedures, required closing documents and final recorded documents and final title policies.
- Responsible for the maintenance and audit of all closed loan final documents weekly. Prepares Final document report in LOS system to ensure that all final documents are received within 90 – 100 days of consummation. All original Documents to be sent via federal express to respective investors when applicable. All original Portfolio Documents to be provided to Loan Operations within 75 days of consummation if possible
- Book, balance and audit all Purchase advices. Documentation to include Purchase Advice, Investor wire, Closing Disclosure, Loan Estimate, Copy of Fees check from Settlement Agent, Fee Worksheet and Final Rate lock from Investor. Key and balance all figures in Jack Henry within 24 hours of wire and purchase advice
- Responsible for compliance within assigned areas of responsibility
- Other duties as requested

Pipeline Management & Sales Support Responsibilities:

- Monitoring weekly tracking reports
- Monitoring rate lock expirations/extensions
- System administrator for LOS/DocXpress
- Daily oversight of fulfillment process to ensure loan files are being processed and advanced to meet closing dates and delivery commitments to the respective investor.
- Oversight support also includes the potential assistance to processing and loan officers in clearing conditions with underwriting as needed.
- Update and change data in LOS as necessary. Data to be maintained to include, but not limited to lock term, lock expiration date, program investor, etc.
- Prepare and manage closed, shipped and funded pipeline reports
- This is a customer service position requiring professional and courteous contact with those associated with the loan process.

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.