Mortgage Loan Officer - Job Description

How We Care for your Financial Health

You want to work for an organization where you not only make a difference, but have fun doing it. A business where you have the opportunity to grow as the business grows. An institution that cares for your financial health and personal well-being. That place is the KH Credit Union.

Summary:

Our unique team of financial experts have the pleasure and privilege of serving the professionals of Kettering Heath in many ways. **On the back of this form, you will find a list of the core responsibilities of the role of Mortgage Loan Officer; however, the most important duty of the members of the KH Credit Union team is to support one other and our members.** This philosophy is what makes our work environment a positive one for everyone, every day.

The majority of the members we have the pleasure of serving serve are employees of Kettering Health - a non-profit network of eight hospitals, Kettering College, and over 120 outpatient facilities serving western Ohio. Kettering Health is committed to transforming the healthcare experience with world class health services for every stage of life. As a faith-based organization, Kettering Health is dedicated to treating all patients with love and respect.

To patients, Kettering Health is known for delivering the best quality of care and service available. That is the same feeling we endeavor to foster with our members by providing "Caring for your Financial Health" service.

You will find that the team members of KH Credit Union, including our Mortgage Loan Officer, share similar values and goals as the employees of Kettering Health, by providing our members with world-class services and an experience that includes love and respect.

The Mortgage Loan Officer is primarily expected to guide members and evaluate applications for real estate loans in the best interests of serving the credit union and its members.

Educational Requirements:
Minimum of a high school education or its equivalent, business related degree preferred. Candidates must meet eligibility requirements to be licensed through the Nationwide Mortgage Licensing System and Registry (NMLS).

Experience:
Previous banking experience required. Recent experience involving mortgage loan origination required. Strong organizational skills with the ability to handle multiple projects simultaneously. Excellent communication and presentation skills.

Duties:

- Understanding that making members aware of products and services that are clearly in their best interests has little to do with selling but everything to do with service. To not make a member aware of a product or service that would improve their financial wellness is actually a disservice to the member and KH Credit Union alike.
- Establish and monitor control procedures for first-mortgage loan portfolio.
- Consult with loan applicants and assist them with the application process.
- Obtain and evaluate credit bureau reports on applicants.
- Obtain credit reports for all accounts, verify debts, and estimate monthly payments for any outstanding debts not listed and add them to debts on application.
- Approve or deny real-estate loan applications, and explain reasons for denial
- Prepare mortgage loan application and document packet for closing.
- Pay title company fees for title searches, legal work, and appraisals.
- Pay real-estate taxes, including calculating tax shortages and new monthly payments.
- Maintain accurate records of insurance and taxes on real-estate loans.
- Maintain escrow accounts for the payment of members’ taxes and insurance premiums.
- Monitor delinquent real-estate loans, and take action as necessary.
- File necessary papers with the state land title for second mortgages.
- Other duties as assigned including an understanding that Caring for your Financial Health grows the credit union, the members’ financial stability, and all employees’ career opportunities.