

Compliance Specialist (Processor)

We currently have an opening for a Compliance Specialist to provide analysis and review of residential mortgage loan files submitted to the Authority in conjunction with homeownership programs offered by the Authority to ascertain compliance with tax code and program parameters. File documentation review and analysis includes documents such as federal tax returns, pay stubs, bank statements, real estate purchase contracts, mortgage loan collateral documents and disclosures such as loan estimates and closing disclosures, etc. Attention to detail is required, as is the ability to clearly communicate orally and in writing, as well as the ability to prioritize and monitor assigned caseload and assist in problem-solving unique situations. The compliance specialist is required to accurately input data and maintain data integrity in the database from inception of loan through loan purchase.

Other responsibilities include monitoring weekly reports to manage pipeline via oral and written (email) communication with participating lenders; promptly respond to phone and/or email inquiries from lenders, prospective borrowers, etc. regarding IHDA's homeownership programs; providing program support to account manager(s) and assisting with training as needed.

Education and Experience requirements:

- Bachelor's degree or 5 years experience in the residential mortgage lending industry or secondary market is required
- Excellent verbal/written communication skills, analytical/organizational skills, and strong customer services skills are required
- Must be proficient in Microsoft Office
- Experience in mortgage loan processing, underwriting, credit and collateral review, audit and real estate is helpful
- Familiarity with guidelines and requirements in the residential mortgage lending industry and the secondary mortgage market is a must

Excellent benefits package, including 401 (k); immediate vesting.

To apply submit resume and salary history to:

<https://home2.eease.adp.com/recruit/?id=19153382>

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