

Compliance Specialist

Provides review & analysis of mortgage loan files submitted to the Authority in conjunction with Homeownership Programs offered to the Authority. Will review documentation for completeness, and ascertain compliance with tax code and program parameters. Documentation to be reviewed includes Federal tax returns, income documentation, bank statements, real estate purchase contracts, mortgage note, HUD-1/RESPA statement, etc. Attention to detail is required as accuracy and completeness of documents is crucial. The compliance specialist is responsible for monitoring assigned files and caseload from inception through purchase. Compliance specialist is responsible for accurate input of data and maintenance of data integrity throughout the process.

Education and Experience Requirements:

Bachelor's degree or three to five years experience in the residential lending industry and secondary market. Excellent verbal and written communication skills. Excellent analytical and organizational skills. Strong customer service experience. Microsoft Office skills required. Familiarity with database and loan origination systems (Encompass or Ellie Mae is highly desired). Experience in credit underwriting, and or mortgage lending processing and real estate helpful. Familiarity with guidelines and requirements in the residential lending industry and the secondary market. One year Mortgage processing experience is required. Strong knowledge of Fannie Mae and FHA guidelines required.

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

To apply, please submit your resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=226378&lang=en_US&source=CC2&cclid=19000101_000001

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