

## Quality Control Analyst

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Quality Control Analyst to build upon their 50+ year leadership in housing finance.

The QC Specialist will review loan file documentation for pre-funding, post-funding, servicing, and targeted review samples. The QC Specialist will review and analyze loan file documentation for compliance with applicable program and lending parameters (IHDA, Conventional, FHA, VA, USDA), regulatory compliance, and MRB and MBS execution. The QC Specialist will validate underwriting decision(s), will verify data integrity, and will check all documentation for misrepresentation. File analysis will include a review of credit documentation, closing documents, collateral appraisal report(s), and other file documentation. Identified deficiencies will be communicated to management and to other appropriate parties via written report(s). Re-verification of key data elements required. Candidate must be able to effectively and clearly communicate with external and internal personnel both in writing and orally, and must be adaptable, detail oriented and able to effectively problem solve.

### Responsibilities:

Review and process incoming residential loan files (pre-fund, post fund, cancellation, and targeted reviews).

- a. Review loan file for regulatory compliance, underwriting soundness, accuracy of documentation, and completeness standards.
- b. Review and analyze loan file to determine status, tax code and legal compliance and for outstanding documentation needed.
- c. Investigate and resolve problems with loan files, lenders, Agencies and Mortgage Insurance (MI) companies

Input loan information into the Loan Origination System and Excel tracking sheets.

Monitor and manage pipeline via verbal and written (including e-mail when appropriate) communication with supervisor and/or lenders by using the weekly status reports.

Process participating lender onboarding applications and annual recertification applications.

Liaison with the Federal Housing Administration (FHA) and provide assistance to single family staff regarding FHA policies, as necessary.

Liaison with designated Master Servicer as directed.

Maintain communication with Master Servicer and/or Agencies as necessary for the purpose of:

- a. Ensuring quality standards
- b. Responding to requests for documentation and/or repurchase demands/cancellations
- c. Self-Reporting, as needed.

### Education & Experience Requirements:

Bachelor's degree or three to five years experience in the residential lending industry. Three or more years combined audit and underwriting experience recommended. Direct Endorsement underwriter certification preferred. VA, LAPP designation desired. Excellent verbal and written communication skills. Excellent analytical and organizational skills. Customer service experience. Microsoft Office skills required. Familiarity with database and loan origination systems is preferred. Excellent problem-solving skills and ability to manage files, lenders, Agencies, and MI companies. Familiarity with guidelines and requirements in the residential lending industry and the secondary market.

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

To apply, submit resume and to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=410380&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=410380&source=CC2&lang=en_US)

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