

TENFOLD JOB DESCRIPTION

Job Title: Loan Processor

Date Revised: November 14, 2022

A. Basic Function:

This is a full-time position which assists with the delivery of a comprehensive first-time lending program. Major elements of responsibility include processing applications for financial assistance for prospective homebuyers. The position is integral in assuring that proper and accurate documentation is provided to ensure program integrity for the organization and on behalf of its clients.

B. Essential Functions:

- Review applications for financial assistance according to established eligibility criteria, confirm receipt of required documentation, and recommend approval. Oversee preparation of loan documents and settlement instructions.
- Ensure that all documentation necessary to demonstrate eligibility of program participants, achievement of program goals, and compliance with funding source expectations are obtained and verified.
- Outreach to clients and other partners as needed to ensure clients and other partners (lender/ realtors etc.) are familiar with program requirements to process loan applications, subordinations, satisfactions, and other lending programs i.e. SoWe Repair Program, Columbia Repair Program, Employee Assisted etc.
- Compliance and review of files after loan closing/settlement and file management to ensure quality control.
- Performs related duties and responsibilities as assigned.
- Commitment to Tenfold's Core Values:
 - We Value Empowerment
 - We value Innovation
 - We Value Integrity
 - We Value Diversity, Equity and Inclusion
 - We Value Teamwork

C. Minimum Knowledge, Skills, and Abilities:

- Minimum of 3 years' experience in residential mortgage underwriting and/or loan processing, and / or equivalent knowledge in instruction of pre-purchase homeownership, consumer education, budgeting, and money management course material. Bachelor's degree in business administration, finance, public administration, or a related field is a plus. High School diploma or GED required.
- Ability to establish and maintain effective communication and working relationships with program participants, community organizations, and housing industry representatives.
- Ability to communicate fluently with Spanish speaking clients strongly preferred.

- Knowledge of mortgage loan qualification requirements, real estate practices, and techniques and skills required for successful budget and money management.
- Intermediate computer skills, including Microsoft Office, Excel, ACCESS, PowerPoint, and other graphic programs.

D. Supervision Exercised: None

E. Supervision Received: Responsible to the Chief Community Investment Officer

F. Time Requirements

This is a regular full-time position working 40 hours per week.

G. Classification: This position is classified as non-exempt from overtime, and compensation is paid on an hourly basis.

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understand the responsibilities and requirements of this position for which I have been employed by Tenfold.

Employee Signature: _____ Date: _____

Equal Employment Opportunity

Tenfold is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.