

Job Title: Closing Coordinator/Closer

FSLA Status: Non exempt

Department: Administration

Reports to: Dept. Manager

Position Summary and Purpose: The Closing Coordinator provides assistance in the execution of all loans being closed and funded by Inlanta Mortgage and its affiliates. The closing Coordinator works under the general supervision of the Funding Manager.

Position Primary Responsibilities:

- Review files submitted from the branches for completeness by verifying that all conditions or requirements have been satisfied.
- Retrieve loan file from Encompass mailbox and verify integrity
- Download Encompass files and edit information as necessary. Prepare required documents to comply with company requirements
- Send documents to settlement agent and communicate any and all closing conditions
- Review HUD1 or HUD1a after prepared and correct documents if necessary
- Track file to verify its return from the settlement agent in a timely manner
- Review file once returned for completeness and release funds for disbursement
- Audit and stack files, submit to investor and clear any post – closing conditions before rate lock expires

Position Secondary Responsibilities:

- Perform verbal VOE within 5 days of funds disburse date
- Assist with managing warehouse line of credit and tracking
- Answer phone and e mail questions
- Stack and scan files for retention
- Communicate with brokers regarding status of their loans
- Track final documents getting returned in a timely manner
- Assist with determining where areas of training are required when working directly with Processors and/or Loan Originators
- Any and all other tasks assigned by Funding Manager when required

Essential Skills and Abilities:

- Minimum of 2-4 years of industry experience, preferably in the funding department
- Loan closing experience or familiarity with reviewing closing documents
- Familiarity with regulations and requirements such as Truth in Lending and RESPA
- Strong analytical and interpersonal skills
- Excellent written and verbal communications skills
- Ability to handle complex projects in a timely manner; meeting deadlines in pressure situations

- **Excellent organizational skills**
- **Ability to work independently to meet deadlines**
- **Intermediate to advanced knowledge of Windows, Microsoft Office products and Internet research skills**
- **Professional and ethical conducts and appearance at all times**

Reporting to: Funding Supervisor/Branch Manager

Physical Demands and Work Environment: Associate is occasionally required to stand, walk, sit, use hands, reach, climb and lift up to 25 lbs. Vision requirements include close, distance, color, peripheral, depth and focus abilities. Office environment generally prevails and the noise level is moderate.

General Sign Off: All associates are expected to adhere to all company policies and to act as a role model in adherence to policies.

I have read and understand the job description.

Signature_____ Date_____

Please send resume to jobs@inlanta.com