



**Title:** FHA Processor

**Job Status:** Full Time

**Department:** Government Lending

**Reports to:** Director

**Work Schedule:** 40 hours per week

**Amount of travel required:** None

**POSITION SUMMARY:**

Processes FHA loans in accordance with FHA and VMF standards. Meets or exceeds VMF's customer care standards.

**ESSENTIAL FUNCTIONS:**

- Accepts assignments of new loan applications on a daily basis and verifies the application data has successfully downloaded from LINK to Calyx.
- Submits new applications to Desktop Underwriter (DU) within 24 business hours of a new loan application assignment.
- Submits new applications that receive a "refer" decision to underwriting immediately.
- Prints and mails three-day regulatory disclosures to the applicants within 72 business hours from the date of application.
- Ensures loan statuses are maintained in LINK.
- Communicates with the applicants to explain and request documents required to clear loan conditions.
- Requests finalized purchase agreement from MHC Representative just prior to ordering appraisals
- Inputs required data into FHA Connection to obtain a case number and assign an appraisal
- Orders and tracks appraisals, title work, and flood certifications
- Gathers all conditions required for a firm loan commitment and submits to an underwriter to obtain a "clear-to-close" status.
- Monitors processing pipeline to ensure loans are progressing through the pipeline based on regulatory and VMF's requirements.
- Performs other duties as assigned

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- At least 2 years of mortgage lending experience
- A strong preference for FHA processing experience
- Familiarity with manufactured housing is preferred
- A high school diploma is required

**POSITION SKILL REQUIREMENTS:**

- Demonstrated sense of urgency
- Good time management skills
- Good organizational skills
- Ability to multi-task
- Customer focused attitude
- Basic math skills
- Proficient technology skills