



Job Title: Team Leader, Closing

Department: Closing

Position Overview:

Manage the day to day closing department staff. Coaching staff to stay current on all the FNMA and CFPB guidelines. Schedule and coordinate staffing needs and schedules. Tracking volume and productivity goals. Ensuring high member service ratings.

Preparing loan files to be sent to the settlement agent by collecting documentation and ensuring all member information is accurately input in the system and making sure all closing conditions are met before the file is sent to the settlement agent.

Essential Job Functions:

- Proficient in Mortgage Cadence closing screens.
- Daily coaching and management of staff
- Solve problems and resolve in a timely matter for closing teams
- Track volume and create reports for management
- Create and identify efficiencies
- Meet quality control standards
- Responsible for annual reviews
- Support management with disciplinary actions
- Order any loan payoffs
- Complete closing screens in the system
- Clear any closing conditions
- Review and complete the closing package and send to the settlement agent
- Coordinate loan closings with all parties
- Comply with Bank Secrecy Act, Anti-Money Laundering, Office of Foreign Currency Affairs (BSA/AML/OFAC) Policy, as well as RESPA, TILA, HMDA, and all other mortgage-related regulations, and Fannie Mae guidelines, applicable to CUSOs.

Requirements:

- Previous management or team leader experience required
- 1-2 years mortgage processing/closing experience preferred
- High School Diploma/GED
- Writing and verbal communication
- Experience with Construction lending preferred

Other Skills/Abilities

- Language skills
- Mathematical skills
- Reasoning abilities
- Computer skills

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.