



Lending Underwriter

Non-Exempt | Hourly (\$17.86-\$26.80)

OVERVIEW

The Lending Underwriter serves as the primary centralized underwriter for consumer loan decisions. The Lending Underwriter reviews and loan applications for both retail and indirect loans, analyzing information to make credit decisions based on Credit Union lending policies and professional lending limits. Reports to the VP of Consumer Lending.

DUTIES AND RESPONSIBILITIES

- 20%** Review consumer loan applications to determine the degree of risk involved in extending credit. Evaluates members' needs and recommend loan options to retail associates as needed.
- 20%** Analyze all loan documentation for consumer loan applications, including but not limited to credit, financial, and collateral information to determine viability of repayment.
- 15%** Communicate loan decisions to loan processor(s), including but not limited to discussing loan denials, rate computation, and loan alternatives clearly, concisely, and courteously. Discuss reasoning with loan processor(s) and offer suggestions regarding alternate loan products and/or rate structures.
- 15%** Communicate with indirect dealers when loans are not auto-approved, including but not limited to loans in a "held funding" or "held reserve" status. Maintain positive communications with dealers, providing education on policy changes, current promotions, and additional lending product options.
- 10%** Verify, maintain, and process loan documentation from indirect dealers. Assemble loan files for funding and record retention.
- 10%** Maintain a working knowledge of all Credit Union lending policies and procedures and ensure full understanding of current promotions. Communicate policies, procedures, and current promotions with retail staff as needed.
- 5%** Assists with required reports and audits as needed.
- 5%** Perform other duties as assigned.

Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

EDUCATION AND EXPERIENCE

Experience

Minimum of 2 years' of similar or related experience, including preparatory experience

Education

High school degree or a GED required

Skills

- Work involves personal contact with members, vendors, and other employees for the purposes of giving and obtaining information or instructions
- Clear verbal communications necessary
- Knowledge of lending practices and guidelines required

ADA REQUIREMENTS

Individuals must bend, sit, and stand to perform primarily sedentary work with limited physical exertion and occasional lifting up to 25 lbs. Must be capable of climbing / descending stairs in an emergency. Must operate standard office equipment, including computer terminals and keyboards, telephones, copiers, facsimiles, and calculators. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must work extended hours or travel off-site whenever required or requested by management. Must be capable of regular, reliable, and timely attendance.

ACKNOWLEDGEMENT

This job description is not a contract and should not be presumed to guarantee employment. Infuze Credit Union is an Equal Opportunity Employer and does not discriminate against employees or applicants based on race, color, religion, gender, national origin, disability, age, or any other category protected by law.

EMPLOYEE

DATE

AUTHORIZED REPRESENTATIVE

DATE