

## **Description: QUALITY CONTROL AUDITOR**

### **GENERAL SUMMARY**

Responsibilities include quality control audit re-underwriting review of closed loans. Quality Control Auditor will capture loan data as specified in the Quality Control system and comment on deficiencies as necessary and grade loan accordingly. A minimum of 10 years mortgage underwriting experience. knowledge of Fannie Mae, Freddie Mac, FHA, and VA required. Knowledge of lending compliance a must.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Complete credit re-underwrite on all loan files pursuant to AUS findings or manual loan approvals.
2. Analysis of property appraisal to determine if value is supported and property meets all eligibility requirements including Condominium, PUD's, and 2-4 Unit properties.
3. Analysis and recalculation as required of all borrower income sources.
4. Analysis of borrower's debt load and calculation of debt to income ratio.
5. Make determination that loan elements are acceptable to appropriate investor guidelines.
6. Enter defined loan data into Quality Control system.
7. Complete review of all closing documents and disclosures on all loan files.
8. Analysis of Note, Mortgage, and Assignment with emphasis on accuracy.
9. Check file for all required disclosures.
10. Review all legal documents.
11. Perform appropriate High Cost, APR, Amount Financed, and State Predatory tests in the Compliance Review system.
12. Comment on loan inaccuracies or missing items.
13. Assign a loan grading pursuant to the severity and type of the loan deficiency with an emphasis on overall investor risk.
14. Special projects as necessary.
15. Completes other duties as required, including, but not limited to:
  - Coming to work and being punctual
  - Interrelating with fellow employees and/or customers as needed to get the job done
  - Treating fellow employees and / or customers with respect
  - Ability to manage the stress of the position (for example, deadline pressures)

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

**Effective verbal and written communication skills.**

**Knowledge of underwriting procedures and methods.**

**Sound decision and judgment making skills.**

**WORKING CONDITIONS**

Professional environment.