

**NEIGHBORHOOD HOUSING SERVICES OF NEW YORK CITY INC.
JOB POSTING**

JOB TITLE: Mortgage Underwriter

REPORTS TO: Director of Homeownership Services

09/01/2020

Organizational Summary

Neighborhood Housing Services of New York City (NHSNYC) through financial empowerment and affordable lending enables individuals and families to invest in, preserve and improve their neighborhoods, their homes and their future. Working in partnership with the private sector, government agencies and local residents and businesses, we offer a wide range of services based on the needs of each individual community we serve, including financial and homeownership education, loan origination and mortgage facilitation to support the attainment and sustainability of homeownership for underserved New Yorkers. Our goal is to support the realization of the best quality of life possible for each New Yorker, starting with a stable home.

Position

General Purpose of Job:

Neighborhood Housing Services of New York City, Inc. (NHSNYC) is looking for an experienced Mortgage Underwriter who will be responsible for reviewing, assessing and analyzing all aspects of loan requests. This individual will evaluate the risk of offering loans in order to approve or decline, in addition to minimizing risk/loss.

Job Scope

This position is directly responsible for underwriting all first mortgages, rehabilitation loans and grants. The individual must have a thorough knowledge and understanding of underwriting Cooperatives loans and reviewing Coop project loan documentation to assess risk. Must be detailed oriented, with in-depth knowledge of Ellie Mae Encompass Software and standard industry laws.

Essential Job Function and Responsibilities:

- Making loan eligibility decisions and approving or rejecting applications
- Evaluate loan documents to ensure accuracy and completeness and adherence to policy and procedures
- Perform risk assessments on potential loan recipients based on credit rating, borrowing history, and other specific risk factors.
- Record loan denials and specific basis for declining application.
- Monitor and report noncompliance with loan covenants.
- Develop and implement underwriting policies and procedures.
- Review all pre-closing packages with processor before closing is scheduled
- Review all post-closing packages prior to delivery to Loan Fund Management.
- Ensuring compliance with company policies and guidelines.
- Ensuring compliance with regulatory standards
- Must have current knowledge of underwriting and credit risk principles
- Pipeline management experience is required
- Identify credit policy exceptions and incorporate suitable mitigates into the credit package.

- Maintain records, compliance documents and other administrative materials , prepare reports and generate regulatory reports as directed.
- Make suggestion to enhance all system processes to improve the process from underwriting to closing
- Perform other duties as directed by leadership

Professional Requirements:

- Strong underwriting skills and ability to independently understand and communicate complex credit issues and analyze credit risks.
- Strong business development and relationship management
- Ability to handle multiple tasks simultaneously in a fast paced diverse and growth-oriented environment.
- Excellent communication, interpersonal, consultative sales and presentation skills.

Required Education and Experience

- Bachelor’s Degree with five years (+) underwriting experience in corporate, consumer, mortgage or private banking lending or credit risk analysis.
- The Underwriter must be eligible to meet requirements under the S.A.F.E Act.
- Competency in the use of ENCOMPASS loan processing software required.
- Proficiency using Excel and Word and familiarity with standard concepts, practices and procedures within the lending field.
- Applied knowledge of underwriting fundamentals and standard industry practices
- Understanding of basic financial principles and processes
- Knowledge of federal, state, and local regulatory requirements
- Ability to maintain confidentiality
- Strong analytical skills and attention to detail
- Excellent communication and negotiation skills
- Ability to multitask and work under pressure to meet strict deadlines

Language Skills

- This position requires excellent oral and written communication skills in order to effectively interact with other banking partners, staff and all levels of management.

HOW TO APPLY

Please submit cover letter, salary requirements and resume to:

Delia_Edwards-Holmes@nhsnyc.org

BENEFITS

All Benefits

PROFESSIONAL LEVEL:

Professional

MINIMUM EDUCATION REQUIRED:

4-year degree