



Borel Private Bank & Trust Company®

A Division of Boston Private Bank & Trust Company

JOB DESCRIPTION

Business Area: Mortgage Lending

Functional Title: Mortgage Loan Review-Shipper

Position Summary:

The primary function of the loan review position is to audit the closed loan files to ensure the documents were prepared correctly and all necessary forms were signed and to ship loans to all secondary market investors. Due to the highly regulated nature of the mortgage business, the mortgage reviewer is responsible for ensuring the loan closed following all applicable mortgage lending regulations. An ideal candidate will be able to juggle numerous tasks, be detail oriented, and work well independently and under pressure. The secondary function of the loan reviewer will be to support the closing area with funding loans.

Roles and Responsibilities:

- *Scan all legal files to Encompass and ship all secondary market loans to investors electronically according to each investor's checklist.*
- *Complete closed loan file review using Sold Loan Document Review Checklist.*
- *Follow up on any portfolio loans post closing issues listed on the document error report and ship all final portfolio documents to Boston.*
- *Follow up, review, scan and submit all final documents for each secondary market loan to all investors*
- *Accurately complete and review HMDA processing sheets and enter HMDA data into HMDA screens in Encompass.*
- *Accurately review the file CIP Form for completion*
- *Set up permanent legal loan folders for all portfolio loans by organizing both the credit and legal files and ship to the Boston Post Closing Team for review.*
- *Track, clear and upload all suspense items from all investors within time frame given*
- *Back up support for closers reviewing closing documentation for portfolio and investor loans for residential loan funding when needed.*
- *Ability to learn Banks Encompass processing system*

- *Review Borrower Best Interest Worksheets for accuracy.*
- *Assist Account Executives with scanning, printing, shipping, etc. on an as needed basis*
- *Order kitchen and office supplies for department as needed*
- *Mail cross sales and thank you letters to clients, referral sources and investors monthly*

Qualifications:

- *Familiar with the concepts required to prepare a residential mortgage loan transactions including rescission rules, escrow analysis, loan caps/margin, program parameters and lending regulations.*
- *Familiar with all the documents required to complete a residential loan.*
- *Experience with reviewing closing documents for secondary market investors. This includes being familiar with using secondary market seller guides to locate investor documentation criteria.*
- *Applicant must be very detail oriented, be able to learn new concepts quickly and be familiar with all residential lending regulations*

All Boston Private Bank & Trust Company employees are expected to adhere to the following competencies:

Core Competencies:

- **Client Focus** - Dedicated to meeting the needs of internal and external clients; listens effectively and establishes and maintains relationships and gains client's trust and respect.
- **Ethics, Integrity and Trust** - Considers ethical issues before decisions are made and seeks to achieve results that are in the best interest of the Bank.
- **Ownership, Accountability, Responsibility and Compliance** - Takes ownership of tasks, projects, and relationships and follows through on obligations and promises.
- **Self Development and Learning** - Personally committed to learning and actively works to continuously develop professionally.
- **Teamwork and Collaboration** - Works collaboratively; finds common ground and solves problems for the good of all and can represent his/her own interests and yet be fair to the team.

Individual Contributor Competencies:

- **Decision Making and Problem Solving** - Makes decisions in a timely manner, uses a mixture of analysis, experience and judgment to solve difficult problems with effective solutions.
- **Informing and Communicating** - Proactively communicates information to colleagues up, down and across the organization, provides updates on projects, tasks and potential roadblocks.
- **Planning** - Accurately scopes out length and difficulty of tasks and projects and sets objectives and goals
- **Time Management** - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on important priorities and completes tasks and/or projects on time.