



**USC** University of  
Southern California

## Credit Union Real Estate Funder Job Description

### JOB INFORMATION

<i>Job Code:</i>	115033
<i>Job Title:</i>	Credit Union Real Estate Funder
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May supervise student, temporary and/or resource workers.
<i>Job Family:</i>	Credit Union
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Prepares, reviews and orders loan documents on first and second trust deed loans in accordance with the terms of the loan request. Reviews regulatory forms. Performs and completes a prefunding quality control review for each file. Gathers and assembles information and documentation to complete the closing of the file. Ensures pre-document and funding conditions meet investor guidelines. Funds, ships and boards each loan. Performs post-closing quality control review to ensure all final documents are received.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Related undergraduate study	
	X	Associate's degree	
	X	Related graduate study	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		Prior loan funding experience. Demonstrated excellent interpersonal skills. Has effective organizational skills. Detailed oriented. Knowledge of Real Estate Settlement Procedures Act (RESPA) and Truth in Lending Act (TILA).

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Prepares, reviews and orders loan documents on first and second trust deed loans in accordance with the terms of the loan request. Reviews document package for all compliance checks to meet all secondary market requirements and regulations as applicable to mortgage lending transaction. Ensures accuracy and timeliness of loan documents and effectively communicates status and expectations to internal staff as well as escrow, title, real estate agents and the members. Reviews loans for compliance with Real Estate Settlement Procedures Act (RESPA), RESPA tolerances, Truth in Lending Act (TILA) and other regulatory requirements.				
Maintains a high degree of attention to detail.				
Performs and completes pre-funding quality control review for each file. Reviews signed loan documents for accuracy, compliance, outstanding closing conditions and corrects any errors, as needed. Determines if loan has met the quality controls or if the loan file needs to be re-submitted to underwriting for revised loan approval.				
Prepares loan file and transaction for funding and recording. Determines funding date of loan based on contract, rate lock commitment and if all loan conditions have been met. Sets up and disburses mortgage loans, ensuring all required documentation are properly signed and received and all underwriting and closing conditions have been obtained and reviewed to complete the loan transaction.				
Prepares post-closing quality control review. Prepares file for shipping as well as obtaining all post-closing conditions in order to have the loan purchased by investors. Boards the mortgage loan for servicing and collects mortgage payments.				
Performs post-closing duties including gathering data for regulatory reporting such as 1098's and Home Mortgage Disclosure Act (HMDA), funding production numbers and the post quality control of each file. Gathers and assembles information and documentation to complete the closing of the file.				
Prepares loan files for imaging, filing and storage.				
Acts as custodian for all closed mortgage loans. Processes all incoming mail and obtains any outstanding documents, as needed.				
Provides and maintains a high level of customer/member service with quick response times by communicating and delivering accurate information, internally and externally, to team members, internal staff, management, borrower, and others affiliated with the with the transaction.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
No	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.	No	A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date

_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.