

ATLANTA DEVELOPMENT AUTHORITY
HOUSING FINANCE DEPARTMENT
JOB DESCRIPTION

Loan Closer (Contract Position) *

• **Description**

- Coordinate loan closings with closing attorney; review and approve Settlement Statement and other closing documents
- Review documentation received from closing attorney to make sure it is complete/correct using the Post –Closing Checklist as a guide.
- Correspond with attorney to obtain missing items needed to complete files.
- Organize completed post closing files and place in the appropriate area.
- Complete post closing reports and reimbursement reports for each closed file.
- Develop relationships with external mortgage consultants and processors in order to facilitate the accomplishment of work goals.
- Collect, review, process and verify accuracy of all borrower and vendor documents for several single family initiatives including but not limited to the following programs:
 - Single Family Tax Exempt Bonds
 - Housing Opportunity Downpayment Assistance Program (ODAP)
 - Atlanta Affordable Homeownership Program (AAHOP)
 - Vine City Trust Fund Homeownership Program
 - Beltline Affordable Housing Trust Fund Downpayment Assistance Program
 - Neighborhood Stabilization Program Homebuyer Assistance
- Assist with development and implementation of marketing strategy targeted to Atlanta's workforce (i.e. educators, government and healthcare workers) as well as real estate professionals including mortgage companies, operations staff, lenders and real estate agents.
- Assist in originating leads provided through print media, advertising, internet lead generation and other sources.
- Train loan underwriters, processors, post closing & shipping departments on the correct process, forms and procedures used to close loans.
- Process check requests; prepare deferred second mortgage closing packages; forward loan packages to closing attorney.
- Accurately record borrower loan data to appropriate spreadsheet.

• **Skills and Abilities**

- Demonstrated capacity to comprehend and interpret standard mortgage documents, regulations and guidelines.
- Excellent ability to work well with clients and to gather, analyze and synthesize data in preparation of loan closing documents.
- Ability to communicate effectively both orally and in writing.
- Have demonstrated experience in problem solving.
- Strong knowledge in mortgage lending and loan processing through work experience; knowledge of FHA, VA, HUD, FNMA, FHLMC guidelines. FHA/VA sales experience.
- Advanced PC skills required in a Windows environment.
- Ability to perform a variety of tasks in a constantly changing environment; excellent telephone, organizational and customer service skills.

• **Education and Experience**

- Graduated from an accredited college or university with a bachelors degrees in business administration, public administration, real estate, economics or related field with two (2) years of progressively responsible mortgage experience; OR
- Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities described above.