Loan Quality Control Specialist- Bloomington
Grow Your Career With SharePoint Credit Union

At SharePoint Credit Union, we are dedicated to offering easy financial solutions to improve the financial wellness of the communities in which we serve. SharePoint is growing and invites individuals who are energetic, friendly, and member service driven to join our team.

As a Loan Quality Control Specialist your role will be part of the Lending and Operations Teams. The primary responsibilities of this position involve a post-closing quality control review of each loan file originated by the credit union; ensuring regulatory compliance and written policies and procedures were followed. When a loan file does not pass the quality control tests in place, this person will communicate with the lending staff, and if necessary, management for resolution.

Major Duties and Responsibilities:

- Maintain a Quality Control (QC) database of originated and non-originated loan files (Consumer, Mortgage & Business)
- Complete a QC Audit on each loan file to ensure regulation, policies and procedures were followed.
- Regularly communicate and follow up with lending staff and management regarding missing files, QC issues, Insurance & Lien recording issues (via phone and email) and document resolution.
- Prepare and review reports (regularly scheduled and as assigned)
- Assist in accurately archiving files electronically.
- Assist with additional loan compliance monitoring as it relates to policy, procedures and regulations as assigned.
- Assist with tracking and perfecting liens and mortgage filings (Titles, UCCs & Mortgages)
- Other duties or projects as assigned.

Qualifications:

- Minimum 3 years of experience in Consumer/Mortgage Lending, Real Estate, or equivalent.
- Experience in Consumer Loan Processing, Servicing, or Underwriting preferred.
- Accurate in completing responsibilities with strong attention to detail and organizational skills.
- Excellent communications skills: phone, personal contact/verbal and written.
- Ability to work independently, set priorities and handle multiple tasks.
- Strong abilities in problem solving, researching and decision-making.
- Keyboarding skills and proficiency in Word/Excel/Outlook and the internet with ability to learn new software applications.
- Able to accept and facilitate change.
- Not afraid to ask questions and take instruction constructively.
- This position requires operation of a PC and viewing information on a PC monitor. Must be able to sit for many hours each day. Must be able to communicate via telephone and possess dexterity to include filing, reaching and bending.

SharePoint values our employees! We offer:

- Competitive wages.
- An excellent benefits package which include insurance, generous PTO, education and retirement.
- Advancement opportunities within a growing company.

Learn more about the position at http://sharepointcu.com/about_career.asp. Easily apply by noting *Loan Quality Control Specialist* in the subject line when sending your resume to: human.resources@sharepointcu.com