

Consumer Loan Underwriter

North Jersey Federal Credit Union has an opening for a Consumer Loan Underwriter

Job Summary:

Serves as the primary centralized lending underwriter for consumer loan decisions. Receives and evaluates member loan requests. Acts as a resource for information regarding loan decisions, member loan inquiries, and company lending products and services. Responsible to grant or deny loans within limits assigned and to provide the highest quality of service to our members attempting to maximize the number of service relationships the member has with the organization.

Essential Functions:

- Receives member loan requests, processes, evaluates and underwrites loan requests using judgment and discretion in making decisions to satisfy the member needs. Loans outside of guidelines or approval parameters are escalated to the AVP of Lending, or VP of Lending / Operations with a recommendation as to the loan decision for each loan.
- Analyze credit reports for all accounts, verify debts, estimate monthly payments for any outstanding debts not listed and add them to debts on application.
- Calculate debt-to-income ratios on loan applicants and calculate how much of a loan applicant's debt is secured or unsecured. Determine collateral needs and payment plans for applicants.
- Responsible for communicating loan decisions to Loan Processor(s) including the ability to discuss loan denials, loan alternatives and rate computation in a clear, concise and courteous manner.
- Completes post-closing loan follow-up activities, including balancing billings for mortgage insurance, credit reporting agencies, flood certifications, and title reviews.
- Obtains and evaluates credit bureau reports, income documentation, collateral valuation reports, flood certifications, title information, and other factors relevant to the underwriting of consumer loans.
- Cross-sells members on various organization lending products including ancillary products and other consumer loans.
- Implement new loan products and services in accordance with management direction.
- Recommends alterations or revisions to department policies and procedures as needed.
- May be responsible for training of new underwriters, providing assistance or guidance to less experienced or new underwriters.
- Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

The above listing is not exhaustive and may be supplemented as needed.

Requirements:

Two to five years of similar or related experience, including time spent in preparatory positions.
A two-year college degree or completion of a specialized course of study at a business or trade school.

We offer a great benefit package including Medical, Dental, Rx, Vision, Life Insurance and Retirement Plan.

Qualified candidates should send resume and cover letter with salary requirements to HR Department North Jersey FCU, 711 Union Blvd Totowa, NJ 07512 or email: hr@njfcu.org.

Other locations:

61-36 Morris Ave.
Garfield, NJ 07026-3726

30 Bergen Street Bldg. 11
Newark, NJ 07103

126 Market St., Suite 101
Paterson, NJ 07505-1409