

Title: Loan Originator
Reports To: Loan Department Manager
Department: Loan Department

Major Functions:

Informs members and answers questions regarding services provided by the Ukrainian Selfreliance FCU, specifically questions relating to CU products. Responsible for interviewing applicants for loans and prepares and processes documents, in a timely manner, that are necessary to have a loan approved by the Loan Manager. Must be able to process a loan from initial contact to disbursement.

Duties / Responsibilities:

- Gather background information on loan applicants by interviewing applicants and obtaining credit bureau reports and all necessary supporting data.
- Assist members with the loan process to insure completeness of information.
- Knowledgeable in obtaining verification of information by pulling credit reports for all accounts, verify debts, estimate monthly payments for any outstanding debts not listed and then adding them to debts on application, bank deposit verifications, real estate appraisals.
- Calculate accurately the debt-to-income ratios on loan applications.
- Determine eligibility of loan co-maker from co-maker's statement and supporting data.
- Verify the accuracy of loan documents and repayment terms on approved loan applications.
- Prepare all required documents to process and disburse loans when approved.
- Provide accurate information of all projected loans to the Loan Pipeline Inventory Register, reporting the information to the Loan Manager or designee on a weekly basis.
- Maintain the Monthly Loan Note Register and Pipeline Inventory Register on a timely basis.
- Implement new loan products and services in accordance with management directives.
- Process all new VISA applications in a timely manner.
- Assist members and monitor all VISA loan files.
- Knowledgeable in all services provided in the Ukrainian Selfreliance FCU for the purpose of cross selling services and to answer any members' question.
- Must have knowledge of all federal, state and local municipalities regarding loans and policies and procedures of the Ukrainian Selfreliance FCU.
- Coordinate with the Collection section providing all information on foreclosures, escrow accounts, insurances and taxes on properties.
- Perform any other tasks or duties as assigned by Loan Manager.

Qualifications:

- Ability to communicate in Ukrainian and in English fluently.
- Must have excellent computer skills.
- Must have excellent written and oral communication skills.
- Willing to attend training seminars and schools, as requested by Management.
- Bachelor Degree in Business or related subject or related work experience.
- Ability to work with others.