

Job Title: Loan Underwriter

Company: Midwest Community Federal Credit Union

Job Type: Full-Time

About Us: Midwest Community Federal Credit Union is dedicated to empowering our members by providing financial solutions for their business, home, and consumer loan needs. Our Underwriting Department plays a crucial role in managing risk while supporting our members' financial goals.

Job Description: The Loan Underwriter is responsible for reviewing, analyzing, approving, and underwriting routine individual consumer and business loan requests. This role supports our Commercial, Mortgage, and Consumer loan portfolios, ensuring compliance with company and industry guidelines.

Key Responsibilities:

- Evaluate risk by reviewing credit applications, credit bureau information, collateral valuation, tax returns, financial statements, and other supporting documentation.
- Analyze data to verify accuracy and uncover fraud.
- Assist with the calculations and preparation of reports for review.
- Ensure credit files are current, complete, and compliant with company standards.
- Complete quality assurance reviews.
- Explain the rationale behind credit decisions and recommend products based on member needs.
- Perform routine credit analysis of commercial credits and recommend updates to commercial risk ratings.
- Undertake risk analysis using regional, sector-specific, environmental, and other functional data.
- Review credit limits of existing members and recommend changes.
- Recommend policy changes and updates.
- Monitor adherence to collateral covenants.
- Assist in audits and exams.
- Maintain discretion and protect the financial privacy of applicants, business partners, and the employer.
- Adhere to policies and procedures and comply with the requirements of the Bank Secrecy Act.
- Provide feedback to lenders and recommend staff development.
- Work effectively under minimal supervision and follow specific guidelines.
- Operate in a dynamic, production-oriented environment.
- Interact with integrity and professionalism with all levels of team members and management.
- Perform other duties as assigned.

Required Qualifications:

- Basic Microsoft Office skills.
- Strong analytical skills with high attention to detail and accuracy.
- Excellent verbal, written, and interpersonal communication skills.
- Strong time management and multitasking skills.
- 12+ months of experience in consumer, mortgage, or commercial underwriting or origination.

Desired Qualifications:

- Knowledge of commercial credit products, market trends, and loan procedures.
- BA/BS Degree in Finance, Business, Economics, or a related field.
- Mortgage industry experience.
- Consumer lending experience.

Job Expectations:

- Compliance with all regulatory requirements and Midwest Community's compliance policies.
- Successful candidates must meet ongoing regulatory requirements, including background checks and additional screening.