

CURRENT EMPLOYMENT OPPORTUNITIES AT NOVA HOME LOANS

Last Update: October 18th, 2017

Thank you for your interest in NOVA Home Loans as a career choice. NOVA Home Loans is looking for candidates that are able to work well in a fast-paced, team-oriented environment. Strong organizational skills and excellent attention to detail are required for all positions.

Below are our current job openings. Please click on the job title in the matrix below for more information about the position. If you are interested in being considered for a position, submit an application by clicking on the link located within the job description section of this document.

Please Note: Each position you are interested in requires a completed application. A resume may be attached to supplement the application.

IMPORTANT: Please ensure you select the correct “Branch/Location” for the position you are applying.

ARIZONA – Maricopa

<p><u>Arrowhead</u> 15396 North 83rd Avenue Peoria, AZ 85381</p> <p>Processor</p>	<p><u>Chandler</u> 3075 West Ray Road Chandler, AZ 85018</p> <p>Assistant Processor</p>	<p><u>Gilbert Ranch</u> 1528 East Williams Field Road Gilbert, AZ 85295</p> <p><i>No Open Positions At This Time</i></p>
<p><u>Maricopa Operations Center</u> 7310 North 16th Street Phoenix, AZ 85020</p> <p><i>No Open Positions At This Time</i></p>	<p><u>Phoenix</u> 3900 East Camelback Road Phoenix, AZ 85018</p> <p><i>No Open Positions At This Time</i></p>	<p><u>Scottsdale</u> 8888 East Raintree Drive Scottsdale, AZ 85260</p> <p><i>No Open Positions At This Time</i></p>
<p><u>Spectrum</u> 6720 North Scottsdale Road Scottsdale, AZ 85253</p> <p><i>No Open Positions At This Time</i></p>		

ARIZONA – Tucson / Southern Arizona

<p>Corporate 6245 East Broadway Boulevard Tucson, AZ 85711</p> <p>Automation Engineer Branch Loan Coordinator Facilities/Property Manager Product Development Analyst Purchase Clearing Coordinator QC Analyst Assistant Senior Compliance Analyst</p>	<p>Green Valley 210 West Continental Road Green Valley, AZ 85622</p> <p><i>No Open Positions At This Time</i></p>	<p>Northwest 6893 North Oracle Road Tucson, AZ 85704</p> <p><i>No Open Positions At This Time</i></p>
<p>River Road 1650 East River Road Tucson, AZ 85718</p> <p>Full Charge Bookkeeper/Accountant Underwriter</p>	<p>Sierra Vista 77 Calle Portal Sierra Vista, AZ 85622</p> <p><i>No Open Positions At This Time</i></p>	<p>Sunrise 3430 East Sunrise Drive Tucson, AZ 85718</p> <p><i>No Open Positions At This Time</i></p>
<p>Williams Centre 5255 East Williams Circle Tucson, AZ 85711</p> <p><i>No Open Positions At This Time</i></p>	<p>Yuma 454 West Catalina Drive Yuma, AZ 85364</p> <p><i>No Open Positions At This Time</i></p>	

CALIFORNIA

<p>La Jolla 9255 Towne Centre Drive San Diego, CA 92121</p> <p><i>No Open Positions At This Time</i></p>

NEVADA

<p>West Las Vegas 8345 West Sunset Road Las Vegas, NV 89113</p> <p><i>No Open Positions At This Time</i></p>

COLORADO

<p>Cherry Creek 50 South Steele Street Denver, Colorado 80209</p> <p><i>No Open Positions At This Time</i></p>	<p>Colorado Springs 1125 Kelly Johnson Boulevard Colorado Springs, CO 80903</p> <p><i>No Open Positions At This Time</i></p>	<p>Denver Tech Center 8055 East Tufts Avenue Denver, CO 80237</p> <p>Branch Loan Coordinator</p>
<p>Highlands Ranch 1805 Shea Center Drive Highlands Ranch, CO 80129</p> <p>Training & Development Specialist <i>Note: Branch location to be determined with successful candidate.</i></p>	<p>Westminster 11080 Circle Point Road Westminster, CO 80020</p> <p><i>No Open Positions At This Time</i></p>	

DETAILED POSITION INFORMATION

IMPORTANT: Please ensure you select the correct “Branch/Location” for the position you are applying.

ASSISTANT PROCESSOR [\(CLICK HERE TO APPLY\)](#)

The right candidate will possess excellent attention to detail as well as strong customer service skills. Ability to maintain high level of confidentiality regarding private, trade secret and/ or proprietary information. A High School Diploma or GED is required. A minimum of one year of recent experience processing loans is preferred, not required. Previous mortgage experience is a plus.

Essential Job Functions:

- Stacks and prepares loan package for submission to Processor within 48 hours from time received.
- Verifies the initial disclosures are in compliance and resends any missing or unsigned disclosures to client.
- Uses FHA and VA websites and ordering case numbers, obtains CAIVRS and certifications of eligibility, checks LDP and GSA lists, etc.
- Orders additional documentation required such as appraisals, prelim, credit supplements, fraud reports, homeowners insurance, tax transcripts and verifications of employment (VOEs), VOMs, VODs, and VORs, etc., as needed.
- Follows up to ensure that all required documentation is received.
- Contacts clients, if needed
- Takes direction from and assists Processor to ensure that closing deadlines are met in a timely manner.

AUTOMATION ENGINEER [\(CLICK HERE TO APPLY\)](#)

The Automation Engineer’s role is to design, execute, assess, and troubleshoot software programs and applications involved in typical business workflow tasks. This includes configuring, coding, developing, and documenting software specifications throughout the project life cycle for such applications. The Automation Engineer will also oversee system startups in a timely and accurate fashion, and provide support to other departments where required.

The right candidate must be technically fluent in programming languages, including SQL, ASP, .NET, VB, C#, extensive database and operating systems experience with MS SQL, MySQL, Windows 8,7,Vista,XP, MS Server 2012, 2008, 2003, solid working knowledge of current technologies, including TFS, VS 2008, 2010, 2012, ASP.NET, Web Services, WPF, Silverlight, WCF, and hands on experience troubleshooting software.

In addition, the right candidate will have a two-year college degree in software engineering or computer science, and/or 5 years equivalent work experience, and 3+ years of in-depth experience creating business related applications in .NET

Essential Job Functions:

- Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions.
- Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.

- Updates job knowledge by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Protects operations by keeping information confidential.
- Provides information by collecting, analyzing, and summarizing development and service issues.
- Accomplishes engineering and organization mission by completing related results as needed.
- Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle

BRANCH LOAN COORDINATOR [\(CLICK HERE TO APPLY\)](#)

This position supports the production pipeline of the branch(es) and assists in the management and coordination of loans which have been fully negotiated/originated by the licensed Loan Officer or Loan Officer Associate. This position is responsible for reviewing files for adherence to underwriting standards and to ensure completeness of the file upon submission to underwriting. This position contacts borrowers to collect necessary documentation and acts as a liaison between origination and processing.

The successful candidate must have a high school diploma or GED, and a minimum of two (2) years of recent work experience as a loan officer, underwriter or processor within the mortgage industry. The successful candidate will have knowledge of applicable federal, state and local laws, rules and regulations regarding all types of mortgage loans. Previous experience in a field requiring customer service along with a Mortgage Loan Origination License is preferred, not required.

The successful candidate will have the ability to maintain high level of confidentiality regarding private, trade secret and/or proprietary information. The candidate should have knowledge and understanding of computer software programs such as Microsoft Word, Excel, and Outlook as well as mortgage loan origination software. Effective oral and written communication skills, excellent follow-up/follow through skills, and strong attention to detail skills are needed for this position. The successful candidate will have the ability to work in a fast paced work environment and maintain quality and composure under pressure while working independently and as part of a team.

Examples of Duties:

- Receives application from Loan Officer/Loan Officer Associate and reviews for completeness and accuracy using the DIRFT process, providing feedback to the origination team where appropriate.
- Meets with borrowers to sign disclosures after file has been fully negotiated by the licensed loan originator. Collects documentation, disclosures, conditions and required paperwork; collects appropriate fees.
- Reviews file to ensure all documentation is supplied and correct. Provides borrower with checklist of additional documentation required with a due date on when the documents are to be returned.
- Responsible for calculation and accuracy of income for qualification.
- Meets with origination team to assist with outstanding questions on loan programs, qualification, income calculations, etc.
- Ensures all data entry in LOS is accurate in accordance with rules and regulations.
- Resolves file problems, bottlenecks and qualifying issues throughout production process.
- Answers borrower's inquiries relating to loan application status to ensure quality customer service.
- Other duties as assigned by Vice President of Production Operations and/or Branch Manager.

FULL CHARGE BOOKKEEPER/ACCOUNTANT [\(CLICK HERE TO APPLY\)](#)

The Accountant performs accounting duties including the examination, analysis, maintenance, reconciliation and verification of financial records and performs related work as required for NOVA subsidiary.

Minimum Qualifications:

- Bachelor's degree in Accounting or Finance, and
- 1 to 3 years of experience as a Junior Level Accountant, or
- 5 years of experience as a Junior Level Accountant.
- Experience in mortgage industry preferred, not required.

Examples of Duties:

- All daily bookkeeping for Subsidiary including Accounts Payable and Receivable
- Loan card, Prepayment, and Revenue reports and imports into Loan Vision
- Process all customer payments of appraisals in a timely manner
- Point of contact for all loan teams in relation to appraisal payments
- Prepare month-end close activities, including but not limited to, accruals, bank and credit card reconciliations, expense entries and allocations, customer aging Accounts Payable and reports, intercompany activity, journal entries, balance sheet schedules
- Prepare the Subsidiary financial statements for review by Accounting Manager
- Ensure that the W-9s for each vendor are scanned in and linked to the vendor card in Loan Vision once the vendor has been set up by the appropriate personnel
- Daily bank reconciliation for NOVA's main operating account
- Bookkeeping for Plaza Campana including rent deposits, Accounts Payable, and month-end bank reconciliation
- Merrill-Lynch credit card reconciliation and reporting for NOVA
- Provide backup to other Accountant responsible for subsidiary accounting when needed
- Provide a high level of service to vendors, NOVA employees, and Accounting staff

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills
- Excellent attention to detail
- Proficient in Microsoft Excel and Word
- Strong organizational and attention to detail skills
- Ability to efficiently manage time, and work well in a team environment
- Possess strong computer and analytical skills
- Be assertive and able to make decisions independently
- Strong knowledge of proper segregation of duties and internal controls
- Ability to multi-task and work in a team environment

PROCESSOR [\(CLICK HERE TO APPLY\)](#)

The right candidate must have minimum of 2 years of recent experience, preferably 5 years, processing conventional, VA and FHA loans. Previous experience in a field requiring customer service is preferred. High School Diploma or GED required.

Ability to work in a fast paced environment with experienced Loan Officers. Attention to detail and strong customer service skills are required. Coordinate loan process and ensure closing deadlines are met.

Essential Job Functions:

- Review files for completeness and accuracy.
- Verify accuracy of system input.
- Analyze file for program applicability.
- Review necessary documentation, such as income and asset documentation, credit report, verifications, appraisal report, preliminary title report, etc.
- Obtain accurate AUS findings.
- Contact borrowers to request additional documentation as needed. Call clients to review closing figures prior to submission.
- Provide status updates to loan officers, borrowers and agents.
- Coordinate all aspects of submission to underwriting, documentation requests and satisfaction of closing/funding conditions. Coordinate closings as needed.
- Submit files in a timely manner in accordance with company standards.
- Review pre-audit HUD1 to ensure accuracy. Work with loan officer and title companies to resolve any discrepancies prior to closing.
- Prioritize work flow to ensure time sensitive files are handled in proper order.
- Assure compliance with all regulatory and governmental standards, guidelines, rules and regulations with all regulatory authorities, federal or state ordinances and administrative regulations and statutes.
- Other duties as assigned.

PROPERTY/FACILITIES MANAGER [**\(CLICK HERE TO APPLY\)**](#)

This position is a member of the Technical Services team and is responsible for the oversight and management of high end office space facilities management across multiple states including Arizona, California, Texas, Nevada and Colorado. Responsible for construction project management of branch buildouts, openings and moves, the coordination and organization of property, equipment and vendors. This position is responsible for maintaining a safe and efficient office environment in compliance with federal and state laws. The successful candidate will be able to manage multiple buildouts and moves in multiple states at the same time. The successful candidate will bring to the table the ability to analyze, streamline and create processes to improve efficiencies, communication and customer service.

The successful candidate will have a High School Diploma or GED and Minimum of three (3) years recent of experience in a similar position; or equivalent combination of education and experience. The successful candidate must have a minimum of one (1) year experience of direct supervisory responsibilities. Proficiency in MS Windows and Office applications is required. This position requires travel and the ability to work flexible hours, including weekends, to meet the needs of the business.

Essential Job Functions:

- Plans, coordinates, and oversees branch buildouts, openings, closings and assignments of offices.
- Negotiates and manages leases and other contracts.
- Responsible for managing property, equipment and furniture vendors, including movers to implement timely moves and branch openings and moves.

- Works with other Infrastructure Services team members to specify power and cabling requirements.
- Works with managers to determine office assignments and location of company equipment such as copiers, printer, fax machines, computers and phones.
- Manages vendors so that wiring, furniture and cubicle set-up is completed in a timely manner.
- Works with employees and managers regarding replacement of furniture; makes determination as whether furniture or equipment is replaced; ensuring satisfactory resolution
- Oversees asset management and purchasing of equipment, furniture, etc.
- Identifies facility deficiencies; provides suggestions and follow-up to ensure that deficiencies are resolved
- Ensures that aesthetic appearance is compliant with company standards and offices are within Federal and State safety regulations

Additional Knowledge, Skills, and Abilities:

- Strong project management skills.
- Knowledge of applicable federal, state, and local laws, rules, and regulations in order to ensure compliance
- Ability to meet deadlines consistently.
- Effective communication skills, verbal and written
- Ability to work independently and as part of a team
- Must possess excellent customer service skills
- Effective proactive, solution-based problem solver with the ability to work collaboratively with others
- Strong follow up and follow through skills.

PRODUCT DEVELOPMENT ANALYST [\(CLICK HERE TO APPLY\)](#)

This successful candidate will work closely and alongside with the Product Development Manager supporting NOVA's product development and implementation. This position requires the ability to work independently under pressure, maintain a high customer service level, conduct thorough research and effectively communicate information to others.

The successful candidate will have current knowledge and understanding of the mortgage industry, with top tier verbal and written communication skills, along with excellent attention to detail and a track record of quality work.

A High school diploma or GED required. The ideal candidate will have two (2) years of experience in the mortgage industry. The successful candidate must be proficient in Microsoft Excel and Word.

Essential Job Duties:

- Participate in the research for new products or enhancements to existing products
- Research new correspondent and wholesale investor outlets and prepare research analysis reports
- Distribute product and guideline change communication
- Answer product, process or investor questions by email and/or the telephone
- Help maintain investor loan processes
- Maintain Capital Markets information on company resources

PURCHASE CLEARING COORDINATOR [\(CLICK HERE TO APPLY\)](#)

The successful candidate must be able to manage a high volume of loans while effectively communicating, in writing and verbally, with investors, borrowers, NOVA personnel, and outside companies. Strong attention to detail, organizational

and follow up skills are a must. The candidate must possess computer skills consisting of Microsoft based systems; Excel, Word, Outlook as well as Adobe applications and navigating the Internet for mortgage-related research. Basic knowledge of mortgage loan documents is preferred.

The successful candidate must have a High School Diploma or GED; and a minimum of two (2) years of related experience in the mortgage industry, is preferred. Understanding of Encompass or other mortgage loan origination systems, is preferred but not required. The successful candidate will have strong attention to detail and the ability to meet deadlines in a high volume environment.

Examples of Duties:

- Retrieve investor suspense notices from investors via e-mail, fax, or website delivery. Verify file deficiency notices are valid on the date of receipt.
- Review scanned documentation for missing documentation.
- Work with Nova personnel, borrowers, and third parties to obtain missing documentation.
- Provide documentation to investor upon receipt with targeted date to clear loan in two working days.
- Upload documentation to the loan origination system to ensure Nova has a complete file.
- Data entry of deficiency notice information into loan origination system as required.
- Other duties as assigned.

QC ANALYST ASSISTANT [\(CLICK HERE TO APPLY\)](#)

The QC Analyst Assistant will assist the Quality Control Analyst in the re-verification process with creating, reviewing, sending and updating all reverification documents for the monthly audit selections.

Minimum Qualifications:

- High School or GED
- Proficiency with personal computers and MS Word, Excel and Outlook
- One (1) year of customer service and clerical/administrative office experience
- One (1) year of mortgage experience is preferred

Examples of Duties:

- Generate re-verification request letters and borrower questionnaire letters in a timely manner.
- Calling customers to verify and correct information, including contacting the borrower if necessary in order to clarify responses to questionnaires.
- Prepare NOVA Questionnaires for mailing to borrowers.
- Analyze documentation returned via the re-verification process, review for consistency and ascertain when it is necessary to elevate a file to for further review.
- Copy and scan QC loan files for audit and records retention purposes.
- Prepare re-verification information for mailing ensuring all documentation is sent to the correct recipient at the correct address.
- Re-verify all current employment and assets listed on the AUS/loan application either verbally, through a third party service or via a written request.
- Precisely record and accurately update all re-verification responses as they are received for tracking purposes and resend, if applicable.
- Research file to determine best documents to be re-verified, and verify contact information.

- Effectively review mail and fax reverification before they are sent to maintain compliance protocols concerning borrower personal identifiable information.
- Present errors and questions to appropriate supervision for clarification if necessary.
- Administrative tasks may be assigned.

Knowledge, Skills, and Abilities:

- Strong customer service orientation.
- Strong ability for attention to detail in all areas of responsibility, including data entry and all written and oral communications.
- Must be deadline oriented and have strong analytical skills.
- Ability to multi-task and manage competing priorities.
- Ability to accomplish goals and tasks in a team environment with minimal supervision.
- Experience with analyzing data and presenting data is preferred.
- Proficient using and navigating through Encompass is preferred.
- Basic understanding of different mortgage loan transactions is preferred.

SENIOR COMPLIANCE ANALYST [\(CLICK HERE TO APPLY\)](#)

This position reports directly to the Manager of Compliance & Policy Management and partners with various colleagues to provide assistance and support to other functions within the department. This position's core responsibilities will focus on overseeing assigned department-related processes owned by the Compliance department and is the departmental subject matter expert on these assigned processes.

The successful candidate will have a minimum of five (5) years of administrative or related work experience demonstrating progressively more responsibility and scope of authority, and at least two (2) of which must be mid- to senior-level Compliance-related work experience. In addition, the candidate must have a Bachelor's degree in a business or related field, or a combination of experience and education. The successful candidate must be proficient with computers, including Microsoft Office Suite.

Examples of Duties:

- Conducts research on several mortgage-related federal and state consumer financial laws, and other topics as needed, interpret and report on this research
- Reviews Consumer Financial Protection Bureau (CFPB) resources to identify needed policies and procedures
- Acts as a point-person analyzing/advising on questions and scenarios for compliance with mortgage-related federal/state consumer financial laws; for risk mitigation; and for adherence to policies/procedures of the corporation
- Provides leadership in solving problems and making non-routine decisions using sound judgement and follow-through to solve compliance/risk issues
- Participates in decision-making based on regulatory, research, data, and industry best practices
- Own and oversee Departmental processes, such as: Settlement Agent Review and Approval Process; Vendor Management/Third-Party Oversight; Policy & Procedure Library maintenance; and Loan Officer Compensation
- Participates in other Department-owned processes, such as: Lease-related compliance reviews; Local Authority compliance requirements; Onsite Branch Compliance Reviews for HUD/FHA compliance; Monthly,

Quarterly, and Annual Mortgage/Regulatory Reporting; Regulatory Examinations & Audits; and others, as needed

- Responds to and provides interdepartmental customer service to other NOVA Departments' compliance specific questions and requests
- Develops and fosters positive relations with Production, Operations and Administrative leadership as well as the broader NOVA community
- Proactively seeks feedback from stakeholders and identify resource needs as needed
- Updates spreadsheets and other task-tracking systems
- Organizes and maintains hardcopy and electronic department files
- Supports Department content on AllRegs, NOVA.net, NOVAHub, and other tools and resources, as needed
- Researches, maintains and updates Compliance policies of the organization
- Participates in conference activities and professional development opportunities as needed
- Participates and shares in the facilitation and agenda development of meetings, and make presentations as needed
- Assists in compliance-related training as needed
- Participates in Compliance Committee activities as needed
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Responsible for understanding and adhering to Compliance Department policies and procedures
- Cognizant of the Nationwide Multistate Licensing System & Registry (NMLS)
- Demonstrated leadership skills, including excellent initiative, organizational and time management skills
- Demonstrated analytical and problem-solving skills, including good use of judgment
- Attention to detail, healthy sense of urgency, and high level of dedication to quality
- Exceptional customer service with a strong service-oriented attitude
- Ability to receive constructive criticism well
- Must be able to work well independently or as part of a team
- Must have strong written and verbal communication skills
- Must be able to maintain a high level of confidentiality and meet deadlines
- Strong sense of ownership and accountability over tasks and responsibilities
- Thorough knowledge of mortgage lending policies and best practices
- Broad understanding of various types of reference sources
- Demonstrated ability to work in a fast-paced/multi-tasking environment prioritizing tasks and responding positively to unanticipated changes while exhibiting follow through and flexibility under demanding circumstances
- Experience researching, summarizing, and reporting on the needs and risks associated with operationalizing a new service (i.e., development of best practices, policies, and procedures)

TRAINING & DEVELOPMENT SPECIALIST [\(CLICK HERE TO APPLY\)](#)

Note: Branch location to be determined with successful candidate.

The Training & Development Specialist is responsible for the facilitation and delivery of training programs designed to train employees and develop and improve their knowledge skills and abilities to enhance their individual performance,

as well as enhance the team's and organization's performance. This position assists with developing training programs using company data, reporting metrics, *Our Playbook*, policies, procedures, and regulations.

Minimum Qualifications:

- Minimum of five years of related experience in training and development;
- Bachelor's Degree in Business or related field; or
- Equivalent combination of education and experience
- Experience in the mortgage industry preferred, not required

Examples of Duties:

- Maintain current implementation of the comprehensive training programs dedicated to NOVA's systems, New Hire Orientation, *Our Playbook*, Coach the Coach, etc. and support further development of these program
- Act as a point of contact for employee questions and support pertaining to their application of *Our Playbook*, Coach the Coach program and materials, use of systems, and general procedural guidance.
- Facilitate New Hire Orientation and subsequent training for new employees
- Ensure new employee paperwork and documentation is received within the appropriate timeline
- Support the Coach the Coach Program by reviewing submitted versions of Loan Officers' Annual Plans in order to prepare Coaching Roadmaps (evaluation reports), develop and complete Loan Officer's Coaching Roadmap based on criteria defined in NOVA's Coach the Coach program, and meet with Loan Officers, as needed, to gather additional data points to inform accurate Coaching Roadmaps
- Assist in the creation of relevant classes for different departments based on needs identified in Coaching Roadmaps
- Meet one-on-one with Loan Officers, Branch Managers, etc. needing additional and follow-up training on Coach the Coach program materials
- Provide support and input for the research and development of training materials for all systems used by NOVA, i.e. Encompass, AUS, NYLX, Q, LMS, NOVAHub, AllRegs, etc.
- Create relevant classes for different departments as assigned by manager and director.
- Deliver training in various classroom formats in-person and remotely via GoToTraining, using relevant training materials such as written handbooks/guides, handouts, training aids, videos and more
- Provide support for companywide and/or roll-specific mandatory compliance and other trainings, ensuring employees meet the specified deadlines
- Train one/one with employees needing additional and follow-up training
- Work closely with department/team managers to identify employees in need of additional training. Assess training needs of targeted employees and devise programs to expedite and enhance knowledge as well as compliance to procedures and productivity specific to the individual's needs
- Maintain familiarity with current and new products, programs, guidelines and requirements.
- Facilitate training to support rollout of new programs, procedures, regulations, etc. and continue to update teaching methodology in order to maintain currency and relevance
- Provide weekly updates to Director & other interested parties, outlining current projects and accomplishments, and reporting individual trainings and progress for tracking
- Visit assigned branches for on-site training on a weekly basis
- Deliver weekly trainings on topics of importance to employees at assigned branches and region as needed
- Facilitate bi-monthly WIN meetings as needed
- Other duties and projects as assigned by the Director

Knowledge, Skills, and Abilities:

- Ability to work with sensitive and/or confidential information and maintain the security of this information
- Ability to facilitate a variety of training programs; ability to provide training to employees with a variety of different experience levels
- Exceptional customer service skills
- Strong written and verbal communication skills
- Ability to plan, organize, and prioritize assignments and workload.
- Strong attention to detail and highly organized
- Knowledge of the mortgage industry including laws, rules and regulations that affect the mortgage industry to ensure compliance preferred
- Knowledge of computer programs such as Encompass, NYLX, and AUS, and/or any other programs used by NOVA preferred
- Origination or Processing experience preferred, but not required

UNDERWRITER [\(CLICK HERE TO APPLY\)](#)

Please Note: This position will be working out of the River Branch, Monday – Friday 8:00AM to 5:00PM.

This position will evaluate mortgage application to ensure compliance with NOVA, investor, MI, agencies, and other applicable guidelines.

The right candidate will have a minimum of five (5) years of experience and will be able to evaluate mortgage applications to ensure compliance with NOVA, investor, MI, agency, and other applicable guidelines.

The successful candidate will have knowledge of applicable federal, state, and local laws, rules, and regulations in order to ensure compliance. The successful candidate will have knowledge of computer programs such as Microsoft Word, Excel, and Outlook. The right candidate will be able to maintain high level of confidentiality, attention to detail, and have effective oral and written communication skills. The successful candidate will have the ability to work independently and as part of a team.

Must be a Mortgage DE Underwriter with experience with FHA and VA loans.

Essential Job Duties:

- Evaluate mortgage loan applications to ensure compliance with NOVA, investors, MI, agency and other applicable guidelines within service standards
- Evaluate Government and Conventional mortgage loan applications
- Respond to questions regarding underwriting issues and concerns
- Resolve issues with sales consultants, and co-workers
- Assure communication among loan officers, processors, escrow/title, sales agents, and other stakeholders are current and effective to avoid delays
- Maintain NOVA quality standards