

## **Quality Control Coordinator - Participation Loans**

### **SUMMARY:**

Responsible for reviewing and analyzing the portfolio and investor loans for compliance with the credit union's policies, and/or the investors guidelines. Responsible for maintaining all the internal loan reviews, and the asset quality reports.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Performs an underwriting and appraisal/collateral review on loans selected for review. Reviews the investor's loans to determine that the adequacy of documentation is in compliance with the Federal, State, and the credit union's required policies and procedures. Reports findings to the appropriate management, or committee as directed.
- Reviews, and substantiates key attributes regarding portfolio mortgage loans, and consumer loans selected for quality control. Reports findings to the Quality Control Manager.
- Maintains and updates the policies and procedures guidelines for the administration of the residential mortgage loan quality control, and loan review functions.
- Prepares quality control management reports for compliance with the investors and the credit union's guidelines for residential mortgage loans.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)