



## Home Equity Specialist

### **Well, well, well. Look who it is...**

We've been waiting for you to swing by and check us out. We have some jobs here at Andigo that could be a great fit for you, since you have a hankering for a fast-paced, get-it-done workplace and a passion for helping people, just like the rest of our team.

But before we get into all that, a little about us. While you may not have heard our name – say it with us, “Andigo sounds like indigo” – we’ve expanded to 40,000 members and lots of sponsor organizations (businesses with a bank-at-work perk for their employees). Good folks from the greater Chicago area and across country.

Did you catch that? That one word you won't see big banks use? “Members,” that's right. Andigo is a not-for-profit, member-owned credit union. We exist for one and only one reason: to help our members achieve their goals whenever, wherever they go. Because we're not a bank, we don't drive up profits just because shareholders demand it. Instead, we focus on driving up member happiness through low loan rates, high deposit rates and low or no fee products and services. Makes banks seem like kind of a bummer, huh? That's why we need to get the word out about all of the great opposite-of-bummer things we're doing for our members here at Andigo.

That's why we need you.

You're someone who sees a wrong and rights it. You take work seriously but not yourself. You want to surround yourself with other highly motivated, highly fun people who want to grow Andigo. You want to prove that when we set a goal to make a difference in our members' lives. Together we truly can. That's not easy, but you already know that because you're a person who loves a challenge as much as you love top compensation and A+ benefits for your hard work.

We think you belong here, do you? Thought so. Let's go!

### **Summary**

Responsible for all aspects of underwriting and processing home equity loans including; analyzing loan applications and credit bureau information to make underwriting decisions, documentation gathering and verification, ordering and reviewing appraisal and title, clearing conditions, and scheduling closings. Performs all duties in accordance with credit union policies/procedures and all state and federal regulations.

### **Essential Duties and Responsibilities**

- Understands and applies underwriting philosophy and guidelines to approve/deny home equity loans ensuring compliance with credit union policies, procedures, and all regulatory requirements.
- Works with loan officers and third party vendors to process home equity files with accuracy and efficiency.
- Orders and reviews titles, appraisals and flood certificates.
- Ability to review, analyze and calculate qualifying income from all sources of income including personal and business tax returns.
- Collects and reviews all verification documentation, order services, reviews/clears title, and schedules closings.
- Creates loan closing documents and disburses funds for all home equity loans within established timeframes.
- Understands lending systems, ensuring adherence to established guideline time frames for decisioning loans.
- Possess comprehensive understanding of loan terminology and loan structure.
- Assists in developing and implementing new or updated procedures.
- Proactively looks for ways to add value to the process and makes process improvement recommendations.
- Maintains thorough and current understanding of loan products, policies and procedures related to home equity lending.
- Meets or exceeds established metrics set by the consumer lending manager.
- Miscellaneous duties and special projects as assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Education and/or Experience**

The position requires a 4-year college degree, preferably in business administration, finance, or a related area, or equivalent job-related experience providing the necessary knowledge, skill and abilities to successfully perform the job. Additionally a minimum of 2 years lending experience with a focus on home equity or mortgage products is preferred. Ability to successfully register with the Nationwide Mortgage Licensing System and Registry (NMLS) is required. A high school diploma or equivalent is required.

**Language Skills**

Requires the ability to read, analyze, and interpret complex documents. Requires the ability to write clear and concise reports, policies, and procedures. The ability to respond effectively to inquiries or complaints from members, regulators and others is required.

**Mathematical Skills**

Requires the ability to apply concepts such as fractions, percentages, ratios, and proportions as it relates to underwriting loans.

**Reasoning Ability:**

Requires the ability to identify, analyze, and solve complex problems. Requires the ability to formulate solutions and make recommendations to implement them. Requires the ability to interpret an extensive variety of financial and other data in a variety of forms.

**Computer Skills**

Requires knowledge of computer software including, but not limited to, word processing, spreadsheets, database management, core processing systems, lending origination systems, and the internet.

**Physical Demands**

Must be able to lift up to 25 pounds. Ability to stand for excessive periods of time and work in an environment with frequent interruptions.

**Work Environment**

The noise level is usually low to moderate.

**Compensation and Benefits**

Andigo is proud to offer a comprehensive benefits package that includes medical, dental, vision and life insurance options. A generous 401(k) and vacation plans.

**EEO Disclaimer:**

Andigo is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

**To apply**

**Please send your resume to Georgia Katsianis at [georgia@careerdevsavant.com](mailto:georgia@careerdevsavant.com)**

