

**Appalachian Community Federal Credit Union
Position Description**

POSITION TITLE:

Foreclosure Specialist

REPORTS TO:

Collections Manager

PURPOSE:

To ensure the appropriate management of Foreclosure loans

Essential Functions/Duties/Responsibilities

1. Work closely with Collections Manager and Collections Specialists to ensure a proactive approach is taken in regards to upcoming Foreclosures.
2. Evaluate and examine files submitted internally for foreclosure request to ensure proper documentation is contained within file. Acquire further documentation if needed.
3. Ensure all state and federal required milestones are met prior to foreclosure submission.
4. Prepare and submit all documentation to foreclosure attorney within a timely manner.
5. Manage loans in foreclosure to ensure that process does not stall and that all foreclosures are handled accurately and within state and federal guidelines.
6. Diligently follow up on all outstanding requests and telephone calls from internal and external partners.
7. Provide monthly status report to Collections Manager detailing status of all loans in foreclosure proceedings.
8. Monitor attorney performance by reviewing all proceedings, records and timeframes. Report to manager monthly performance with recommendations for any change in process and/or attorney partner.
9. Prepare charge off requests on loans resulting in a deficiency balance. Submit request to Collections Manager by second working week of each month.
10. Order Brokers Opinion of Value (BOV's) on properties scheduled for foreclosure.
11. Prepare Foreclosure Upset Price Worksheet for approval by management and submit upset price to the attorney.
12. Ensure title is transferred to ACFCU
13. Engage RE Brokers to market the properties for sale and monitor the sale process.
14. Engage outside vendors to perform repairs and maintenance on the properties should it be required.

15. Work well under pressure meeting multiple and sometimes competing deadlines. Demonstrate cooperative behavior with colleagues and supervisors.
16. Perform other duties as assigned.

If interested, please send a letter of interest with resume to hr@myACFCU.org

Appalachian Community Federal Credit Union

Position Description

POSITION TITLE: Mortgage Loan Servicing Specialist

REPORTS TO: Mortgage Lending Manager

PURPOSE: To service all mortgage loans efficiently and effectively in compliance with applicable regulations and ACFCU policy. To work closely with ACFCU partners to maintain a strong working relationship.

DUTIES AND MAJOR RESPONSIBILITIES:

1. Process mortgage loan payoffs and lien releases.
2. Prepare monthly billing statements for FICS booked Member Business and Construction loans.
3. Upload weekly rate imports into Loan Producer Administrator and Mortgage Servicer Administrator.
4. Provide timely and accurate servicing reports to secondary market investors and government agencies.
5. Conduct monthly HELOC review and provide report on loan risk to Mortgage Lending Manager.
6. Serve as point of contact for Construction loan portfolio. Ordering inspections and preparing draw request for Mortgage Lending Manager's review.
7. Book and fund both Portfolio and Secondary Market loans. Assemble post-closing package; verify all documentation has been received, signed and dated; assure loan package is correct, complete and ready for filing.
8. Conduct post-audit function of mortgage loans funded or sold according to Quality Control Plan.
9. Maintain current appraiser due diligence documentation (i.e. insurance, license, etc.)
10. Maintain an effective working relationship with all Credit Union departments and third party vendors, attorneys, appraisers, insurance companies, credit bureau agencies, property management companies, and investors.
11. Coordinate annual MBL review. Collect necessary information from MBL borrowers and update servicing system as necessary.
12. Serve as point of contact for current MBL portfolio. Prepare draw requests and deliver to Mortgage Lending Manager for review.
13. Prepare monthly VISA reconciliation for the Servicing Department.
14. Work well under pressure, meeting multiple and sometimes competing deadlines, at all times demonstrating cooperative behavior with colleagues and supervisors.
15. All other duties as assigned.

REQUIRED QUALIFICATIONS:

1. 2 years of Mortgage Service experience
2. Familiarity with mortgage lending and servicing processes
3. Excellent member service skills
4. Strong written and verbal communication skills
5. Ability to manage and prioritize multiple tasks
6. High comfort level making independent decisions regarding complex matters

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