



Mortgage Processor – Residential Lending

Thomaston Savings Bank is a full-service Connecticut community financial institution that has been a part of your community since 1874. We are dedicated to providing financial services of the highest quality and value to our customers. We have thrived as an independent mutual savings bank in a tumultuous era of mergers, conversions and takeovers by being financially responsible and remaining committed to our mission. Thomaston Savings Bank will continue to be the primary financial resource center within our community, listening to our customers and providing friendly and efficient service.

Thomaston Savings Bank is currently seeking a Mortgage Processor to join our Residential Lending Department in Thomaston, CT. The Mortgage Processor assists in the loan process by verifying information in all loan files, ordering documents needed to complete the files, updating information on the computer system and paying property taxes on escrows in accordance with the company's policy and procedures and compliance with pertinent regulatory requirements.

Duties & Responsibilities:

1. Processes residential mortgage loans — prepare and review the accuracy of data of the loan files to ensure completeness of submission and supporting documents, as well as, compliance with underwriting and investor guidelines, company standards, federal and state agency regulations, ordinances, etc.
2. Effectively communicate and request supporting documentation from the borrower within the required timeframes; possess detailed knowledge of valid documentation to process residential mortgage files (i.e. tax returns, financial statements, asset statements, etc).
3. Act as a liaison between loan originator, borrower, underwriter and closing/funding.
4. Monitor the overall loan processing cycle, identify and communicate issues that could affect timely closure of loans.
5. Order and review all third party documentation, including credit checks, title reports, appraisals, tax returns, verifications of employment/assets, etc. to identify and address potential issues.
6. Pre-underwrite residential mortgage loan applications, check ratios, and verify documentation integrity to ensure it aligns with findings, completeness and compliance, and submit loan to underwriting.
7. Provide feedback to management on loan activities based on loan level reporting.

Thomaston Savings Bank is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected by law. Any applicant who needs reasonable accommodation in the application or employment process should notify the Human Resources Representative.

To apply, please visit our career center:

<https://www.thomastonsavingsbank.com/careers>