**Real Estate Funding Coordinator**

**Role:**

**Essential Functions & Responsibilities:**

* Reviews final signed closing package for accuracy and completeness.
* Initiates final funding and boarding of mortgage loans to primary servicing systems.
* Ships final loan package to appropriate investor and/or custodian once funded.
* Completion of required steps to finalize loan delivery to secondary market investors.
* Perform other post-closing duties as applicable such as ordering tax transcripts, responding to investor post-close document requests, and following up on final title policies of recently closed mortgages.
* Maintain accurate records of in-house first and second position mortgage notes for collateralization with Federal Home Loan Bank.
* Perform other job-related duties as assigned.

**Knowledge and Skills:**

**Experience:** One year to three years in related field.

**Education:** (1) An associate's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to a bachelor's degree (e.g. information technology certifications in lieu of a degree).

**Interpersonal Skills:** Work involves extensive personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

**Other Skills:** Must have good communication skills and a proactive approach to problem solving.

**Work Environment:** Position is eligible to work remotely during business hours and flexible hours per approval from supervisor.

**Please send resume to:** [**careers@rrcu.org**](mailto:careers@rrcu.org) **or River Region Credit Union, Attn: Human Resources, 3124 W. Edgewood Drive, Jefferson City, MO 65109**