

## LOAN CLOSING ANALYST

Salary Range \$25 - \$30/hour

***This is a temporary role with the possibility of Temp-to-Hire.***

### Essential Functions

- Draft real estate loan documents (including closing instructions) and review executed versions to ensure accuracy and compliance with closing procedures
- Review formation documents to determine signing authority and prepare signature blocks
- Coordinate closing, and delivery phases of loans originated or acquired to ensure requirements are satisfied within a specified timeframe while maintaining internal checklists in real-time
- Be the point of contact between all parties involved in the funding transaction
- Data Entry to maintain Salesforce updated in real time
- Responsible to request, review and approve settlement statements
- Request and analyze current real estate tax information
- Perform duties under moderate to close supervision and actively engage supervisor and/or manager to resolve complex issues
- Remain current on funding guidelines and compliance requirements
- Effectively communicate status and expectations to internal staff, attorneys, and escrow/title
- Utilize time management skills to stay on track with multiple loans at various stages of the funding process

### Competencies/Skills

- Strong attention to detail with the ability to stay organized and problem solve in a fast-paced environment
- Ability to articulate issues, problem solve and analyze with creative and outside of the box thinking
- Strong communication skills (written and verbal) with internal and external partners; ability to convey findings in a concise and comprehensive manner
- Effective organization and time management skills
- Capability to build trusting relationships internally and externally and elicit confidence by demonstrating reliability
- Strong team player with the ability to work effectively in a cooperative and diverse environment
- Capacity to analyze processes, support change and think operationally and strategically to achieve business goals
- Advanced use of Microsoft Office Suite

### Education and Experience

- Associate or bachelor's degree
- Minimum 2 years of direct experience closing/funding loans
- Working knowledge of lending practices and industry standard processes
- Title or Escrow experience is a plus

### Accessibility:



At Archwest, we will make reasonable accommodations to enable individuals with disabilities to perform essential functions. Please just let us know by contacting us at [careers@archwestcapital.com](mailto:careers@archwestcapital.com)

**Job Description - Analyst - Loan Closer - TEMP**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Activities, duties and responsibilities may change at any time with or without notice.