



Job Title: Mortgage Funder

Reports To: Funding Manager

Job Description: The Funder position reviews all Closing Documentation for data integrity, balances with the title closer and ordering all wires for timely funding mortgage transactions. Communicates with title companies and all parties in efficient and courteous manner.

Daily responsibilities include, but are not limited to:

- Upon receipt of the approved/final Closing Disclosure from the Closing Department, a wire breakdown is to be balanced with title along with any disbursement of funds back to Pivot Lending.
- Prepare the final funding advice(s) and send to all applicable parties
- Orders wires with the Warehouse Bank and provides any required documentation to the bank.
- Respond promptly to general closing questions from branches, post-closing, settlement/escrow agents, accounting, etc.

Summation: The Funder position is responsible for funding all types of mortgage transactions. The position coordinates the funding of mortgage loans with the Credit Union Partners, Warehouse Line, Title Company, and other related parties. The Funder is expected to provide high quality customer service while contributing to Pivot Lending Group's goals and objectives. The CEO reserves the right to add or detract from this list as they see fit.

Experience: 1-2 years of previous mortgage experience in any area or previous experience with a title company in the disbursement of loan proceeds and/or accounting department.