

Job Title: Loan Processor (Home Loan Specialist)

Location: Chehalis Tribal Loan Fund ~ Oakville, WA

Employment Type: Full-Time

Reports To: Executive Director



Position Summary

We are hiring an experienced **Loan Processor** with a strong background in **home mortgage processing**. While this role includes processing of all consumer loan products, success in the position requires a proven track record in **residential mortgage loan processing**, including knowledge of loan guidelines, underwriting conditions, and compliance documentation.

This role is essential to our lending operations and works closely with loan officers and clients to ensure timely and accurate closings.

Key Responsibilities

- Review and process **consumer and residential mortgage loan applications** from submission through closing.
 - Collect and verify borrower documentation, including income, assets, and disclosures.
 - Order appraisals, title reports, credit supplements, VOEs, VODs, and insurance as needed.
 - Clear underwriting conditions by coordinating with borrowers, lenders, and vendors.
 - Ensure loans meet all applicable regulatory, investor, and internal compliance requirements.
 - Track and manage loan files using a loan origination system and internal tracking tools.
 - Maintain clear and professional communication with clients throughout the loan cycle.
 - Support additional loan types as needed (e.g., consumer, DPA, or small business).
-

Required Qualifications

- **Minimum 5 years of home mortgage loan processing experience.**
 - In-depth knowledge of conventional (FNMA/FHLMC), HUD Sec 184, FHA, VA, and/or USDA guidelines.
 - Proficiency in industry loan origination software (e.g., Encompass, Calyx Point, Byte).
 - Strong organizational and time management skills.
 - Excellent written and verbal communication skills.
-

Preferred Qualifications

- Experience working with community lenders.
 - Familiarity with lending on Tribal trust land or serving Native borrowers.
 - Knowledge of consumer and small-dollar loan processing is a plus.
-

Compensation & Benefits

- Competitive salary commensurate with experience.
 - Paid holidays and employer-sponsored benefits.
 - Opportunities for professional growth in a mission-driven organization.
-

To Apply

Submit your resume and a brief cover letter to tdenova@chehalistribe.org

Use subject line: *Loan Processor Application – [Your Name]*