



## M O R T G A G E

### Quality Control Assistant

#### Milton, GA

BankSouth Mortgage has an immediate opening for a Quality Control Assistant at our Milton, GA office.

This position reports directly to the Quality Control Officer and is responsible for assisting the Quality Control department with clerical functions and reports. The QC Assistant will also provide back-up relief for QC staff during their absence. The QC Assistant is aware of, understands, and complies with all laws and regulations applicable to the job functions.

#### **Essential Functions:**

##### *Pre-Funding*

- Prepare monthly Pre-Funding report summarizing findings

##### *Appraisals*

- Daily, risk rate and send selected appraisals to third party vendor for review
- As needed, order second level appraisal reviews
- Review of appraisal review results, adding to efolder, sharing with parties, and recording results
- Prepare monthly appraisal quality review report in Excel spreadsheet
- Assist production staff with Appraisal Management Company issues

##### *Appraisal Panel*

- As needed, assist QC Manager in maintaining approved appraiser panel
- Obtain credentials for new appraisers

##### *Denied Loans*

- Monthly, pull Denied loan report each month
- Review denied loan files to ensure compliant
- Track results of audits in Excel spreadsheet

##### *Post-Closing QC Audit Loan Selection*

- Monthly, assist QC manager with loan selection & tracking
- Prepare spreadsheet & selected files to submit to QC vendor
- Download Stonehill monthly reports

##### *Vendor Audits*

- Download Third Party Vendor reports
- Monthly, input Third Party Vendor findings into Encompass & create Excel spreadsheet
- Monitor Field Reviews to ensure proper percentages were ordered and reviews are satisfactory
- Prepare Third Party Vendor audit report monthly

#### *Warehouse Line Audits*

- Monthly, pull report with closed loans on the BS Warehouse line
- Do a 5% random selection of loans to audit
- Perform the audits
- Notify management of audit results

#### *Investor & MI Audits*

- As needed, prepare files and send to requestor
- Track & input audit results in Encompass

#### *Action Plan Tracking*

- Monthly, maintain Action Planning spreadsheet
- Daily, assist QC manager with tracking & Action Plan results

#### **Qualifications/Experience:**

- Strong knowledge of Microsoft Excel and other computer proficiency including, but not limited to loan processing, word processing, spreadsheet, and database software.
- Ability to coordinate and prioritize responsibilities and work efficiently and accurately under pressure
- Extreme attention to detail and good verbal and written communication skills
- Ability to accurately follow written and verbal instructions
- Mortgage banking experience required

Qualified individuals should submit a cover letter and resume to [careers@banksouth.com](mailto:careers@banksouth.com)

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