

# BankSouth<sup>®</sup>

## M O R T G A G E

### MBA Athens, GA

BankSouth Mortgage has an immediate opening for an MBA at our Athens, GA location.

#### Essential Functions

- Assist with preparation and set-up of loan documentation packages
- Verify initial disclosures for compliance; resends any missing or unsigned disclosures
- Verify all documentation is present in each package according to investor guidelines
- Locate and obtain missing documentation required for loan package (ie. appraisals, credit reports, VOE/VOM/VOD, etc.)
- Follow up on requests for documentation to ensure timely receipt
- Answer general questions/inquiries from loan applicants
- Assist Mortgage Banker with Marketing functions

#### Compliance

- Responsible for learning, understanding and practicing required fraud prevention practice, BSA and OFAC compliance requirements.
- Ensure that BankSouth Mortgage adheres to all applicable federal and state regulations
- Maintain confidentiality of all customer files & associated information
- Assist examiners and auditors by providing required documentation
- Correct exceptions to issues found by examiners and auditors

#### Required Experience, Skills & Education

- Position requires attention to detail
- Must work efficiently and accurately under pressure
- Good verbal speaking & listening skills
- Ability to follow through and accomplish tasks with limited supervision
- Ability to multi task and prioritize workload
- Computer proficiency including, but not limited to desktop underwriting, word processing, data entry, spreadsheet, database software
- Minimum of a high school diploma or GED, 2 year degree preferred
- Minimum one (1) year mortgage industry experience and 3-5 years of strong clerical experience

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

**BankSouth Mortgage is an Equal Employment Opportunity (EEO) Employer committed to diversity in the workplace. It does not discriminate against any qualified employee or applicant on the basis of age, race, color, sex, religion, national origin, disability, protected veteran status, genetic data, gender identity, sexual orientation or other legally protected status.**