

MORTGAGE COMPLIANCE SPECIALIST

Location: Norcross, Georgia

Primary Responsibilities:

Lead in the development of a procedures manual to ensure compliance with mortgage loans. This includes checklists, samples of forms, and instructions for proper completion of loans that are originated by the Bank and sold on the secondary market, as well as loans maintained in the bank's portfolio.

Provide training as needed to mortgage personnel on real estate-related laws and regulations.

Perform a post-closing review of all mortgage loans to ensure compliance with federal regulations. Report errors found to the compliance officer for correction when possible.

Perform a post-closing review of all denied mortgage applications for compliance with federal regulations.

Maintain and transmit the annual HMDA LAR.

Other responsibilities as assigned by management.

Please send resume to ken.martin@firsticbank.com