

Residential Due Diligence Specialist

Established Northern Virginia based national real estate and financial consulting firm seeks experienced residential real estate professionals to support the Company's due diligence and underwriting services. Positions are available for full time and contract employment. The Residential Due Diligence Specialist's primary responsibilities will include:

- Reviewing loan files for completeness and accuracy, analyzing credit documents, including, but not limited to, mortgage applications, credit history and income documents, title documents, appraisals and all applicable compliance documents;
- Due diligence underwriting, fraud review, portfolio analysis and compliance review;
- Adhering to all client/lender policies and procedures, in addition to Federal, State, and/or municipal laws and regulations within the due diligence process;
- Multi-tasking between different due diligence projects;
- Maintaining knowledge of all applicable underwriting guidelines by completing all underwriter training programs, learning any business unit policy and/or guidelines.
- Identifying portfolio risks resulting from client's underlying business practices, underwriting, and/or fraud exposure;
- Taking an active role in identifying potential challenges within the underwriting process and making recommendations for improvement;

Qualifications:

- Minimum of 3 years of residential mortgage underwriting and/or due diligence as well as default servicing experience
- Familiarity across product types such as, prime/AtIA, sub-prime, etc.
- Mortgage Insurance delegated underwriting approval a plus
- Experience in second level review, QC, QA including misrepresentation/fraud
- Knowledge and familiarity with current mortgage and compliance laws and regulations
- Strong quantitative and analytical skills
- Exceptional organizational and communication skills
- Proficiency in Microsoft Office applications

Education:

- Bachelor's degree or business experience equivalent

Qualified candidates should submit resumes and compensation requirements (contract as well as full time employment) via fax to (703) 742-3336 or email to hr@rerfin.com.