



**Title:** Account Manager Assistant

**Location:** Santa Ana, CA

### **Position Information**

The Account Manager Assistant (AMA) assists the Account Manager (AM) with the internal processing of verification, validates and data inputting & indexing for the loan files assigned to their assigned Account Manager.

### **Responsibilities**

- Manage the processing and follows requires of internal verification and validates for assigned AM
- Order 4506 Transcripts as needed
- Process Closing Agent Approvals
- Perform Verbal Verifications of Employment for all loan files
- Closing Disclosure input
- Complete input of loan participants for Fraud Guard
- Order Social Security Validations.
- Assist in covering AM desk in their absence.
- Assist with reviewing and labeling conditions as needed.
- Complete FHAC updates as requested.
- Assist with processing cancelled/withdrawn/denied files.
- Assist with processing of ECOA notices
- Any other duties as assigned by Account Manager or Operations Manager.

### **Qualifications**

- Strong written and oral communication skills.
- Detail oriented.
- Basic office equipment: Copier, scanner, fax machine, multi-line telephone, and computer applications.
- Intermediate level with Microsoft Office Suite including: Word, Excel, Outlook, and Power Point.
- Encompass Loan Origination System.
- Basic knowledge of mortgage terms, compliance disclosures, and standard credit documents.

### **Salary and Benefits**

Our employees enjoy a competitive compensation and benefits package, which includes medical, dental, vision, life, and disability insurance, flexible benefits plan, 401(k) plan, and paid holidays, as well as vacation and sick leave.

### **To Apply**

Submit your resume and a cover letter describing how you meet the minimum qualifications and desired attributes.

\*\*\*Please note that job responsibilities can change at any time at the discretion of the company.