



**Job Title:** Residential Underwriter (UW)

**Reports to:** Chief Credit Officer

**EEO Opportunity:** Professional

**FLSA Status:** Exempt/Full-time

### **POSITION OVERVIEW:**

Bank of San Francisco seeks a Residential Underwriter. This position is part of the Bank's Underwriting Team and is responsible for working with Relationship Managers to analyze the credit risk of new and existing business and personal client relationships. The role requires the ability to work independently, be detail-oriented, have strong analytical, computer and organizational skills, as well as good written and verbal skills. This is a newly formed position, as the Bank is transitioning into underwriting loans to agencies such as FNMA and FHLB, and secondary market sellable loans. A motivated analyst will have ample opportunity to expand responsibilities and advance within the Bank, including training to underwrite commercial credits.

### **RESPONSIBILITIES:**

- Underwrite loans in accordance with Bank of SF portfolio underwriting guidelines, as well as FNMA, FHLB, VA and jumbo loans, in accordance with agency and investor guidelines.
- Review and analyze the mortgage loan application to ensure eligibility, accuracy, completeness, and compliance with internal and regulatory guidelines to minimize credit risk.
- Review all required loan data, reports, and inspections to ensure the collateral is acceptable to investor and company guidelines.
- Perform final validation of conditions before final approval, and complete underwriting checklist in accordance with agency and investor requirements.
- Maintain current knowledge of MDIA, RESPA, TILA, ECOA, HMDA and Fair Lending regulations.
- Communicate all underwriting decisions and mortgage loan guidelines to Loan Processors and Mortgage Loan Originators, effectively.
- Work with Relationship Managers to underwrite portfolio loan credits in a manner that meets the Bank's credit policies and standards.
- Analyze the credit and collateral aspects of individual loans.

- Make recommendations regarding approval and/or structure of new credit.
- Prepare loan presentations (LPs), spread individual financial statements and tax returns using nCino spreads or Bukers, and run credit reports, as needed, both for new and existing credit relationships. All LPs are completed in nCino and require the UW to review all inputs to be sure that all terms and conditions are accurately reflected.
- Maintain a high level of customer service, communication and professionalism with both internal and external parties to always promote the image and philosophy of the Bank.
- Ensure the highest level of compliance, appraisal analysis and fraud mitigation.
- Maintain a professional and positive attitude.
- Complete any additional duties assigned by manager, such as learning to underwrite commercial loans.
- Maintain a focus on enhancing customer service skills and knowledge.
- Attend training necessary to understand and utilize Bank technology.
- Attend training and adhere to Bank policies regarding compliance.
- Complete regulatory and compliance training, as required.
- Maintain a knowledge of lending guidelines, investor programs, industry requirements and changes in order to promote the professionalism and knowledge required for this position.
- Respond directly to internal and external auditors, when applicable.
- Maintain credit file of all loans in nCino.

## **REQUIREMENTS**

- 5+ years of mortgage underwriting experience.
- 3+ years of FHA/VA, conventional, and USDA/RD underwriting experience.
- Experience with underwriting to multiple lender guidelines and requirements.
- Knowledge of Fannie Mae/DU and Freddie Mac/LP guidelines and automated underwriting systems.
- Ability to critically examine credit, income and asset documents and review title policy and appraisals.
- Proficient in Excel and Word, and Silverlake. Proficient in nCino a plus.
- Good oral and written communication skills with all levels of Bank staff, as well as with clients, auditors and vendors.
- Excellent leadership and human relations abilities.
- Ability to work independently.
- Capable of being assigned specific projects and goals and monitoring projects for completion within expected time frames.
- Accuracy, attention to detail and ability to recognize and analyze problems, and develop solutions.
- High degree of flexibility to react to an environment of growth and change.
- Bachelor's degree in business, finance or another related field.

- Compliance with all requirements, policies and procedures of the Bank Secrecy Act (BSA) and attendance of all mandatory BSA training as needed for this position. Additionally, complete all other compliance training as required by the Bank.

## **BANK OF SAN FRANCISCO: THE MODERN COMMUNITY BANK**

Established in 2005, Bank of San Francisco serves the banking needs of Bay Area businesses and nonprofits as well as individuals and families who value personalized service complemented by the convenience of technology. From our location in downtown San Francisco, we serve clients throughout the Bay Area and beyond. Some key differentiators include:

- **Technology-Driven Community Banking** – Bank of San Francisco embraces the best elements of traditional community banking, e.g., personalized service, local decision-making and clients’ access to senior management. At the same time, we have made strategic use of powerful technologies to create client convenience (through mobile banking, remote deposit, treasury management, online banking and access to a worldwide ATM network) and to enhance workforce mobility and efficiency.
- **Innovations in Banking** – Bank of San Francisco has demonstrated the willingness, capacity and resources to develop new products and programs tailored to market conditions.
- **Strong Bay Area Loan Portfolio** – The Bank has a proven track record of maintaining a healthy loan portfolio, even during the most challenging economic times. Our non-performing assets/total assets ratio has consistently been well below 1%.
- **Focused Areas of Specialization** – The Bank has developed specializations in such industries as health care practices, technology firms, political campaign service providers, law firms and fiduciaries, as well as nonprofits. With our deep understanding and tailored services, we are establishing a strong reputation as a “go to” bank serving Bay Area companies and nonprofits.
- **Truly Local** – We are a Bay Area success story, investing in the community, for the long haul. The majority of our owners live in the Bay Area communities that we serve, and approximately 20% of our ownership is by current and past employees and directors. We are proud of our local deposit base, which we use to make loans to local businesses, nonprofits and families.
- **Executive Team Working with a New Generation of Bankers** – The Bank’s experienced executive team has built an entrepreneurial culture that is keenly focused on clients, the use of technology and execution of the Bank’s strategy. The entrepreneurial culture is perpetuated through such modern management practices as the conversion to a paperless environment and the adoption of a flat organization and an open culture that fosters collaboration and cross-training of a new generation of bankers.
- **History of Strong and Consistent Profitability** – Even during the most challenging economic times since the Great Depression, the Bank has

maintained strong margins and profitability relative to our peers.

*Employee must assure compliance with all applicable State and Federal banking regulations, Bank policies and procedures, including but not limited to, the Bank Secrecy Act/Anti Money Laundering Program and Information Systems Security Policies.*

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Further, they do not establish a contract for employment and are subject to change at the discretion of the employer. Qualified applicants with criminal histories will be considered for the position in a manner consistent with the Fair Chance Ordinance.*