



## **UNDERWRITER JOB DESCRIPTION:**

### *Residential Development and Construction Underwriter*

**Traditions Capital**, a Philadelphia-based real estate fund manager, is seeking an Underwriter with 5+ years experience in residential land development and construction loan underwriting. Applicant must have applicable financial institution background, with strong analytical skills. Thorough understanding of credit analysis, with attention to detail required.

#### **Responsibilities include:**

1. Follow prescribed guidelines, receive and review loan applications and associated documentation to insure thoroughness and accuracy.
2. Rework loan to new terms or identifies additional conditions as needed.
3. Verify loan-to-value ratios, completeness of application information and credit reports.
4. Analyze credit reports and associated documentation, analyzes appraisals, qualifies and classifies loans according to Company guidelines.
5. Maintain acceptable turnaround times for applications submitted for pre-approval and on funding packages.
6. Interact with Quality Control, Compliance, and Funding for problem resolution, risk evaluation and compliance concerns, as needed.

#### **Qualifications include:**

1. College degree is required, with a preference for business administration, finance, accounting or economics majors.
2. 5+ years experience in residential land development and construction loan underwriting.
3. A thorough understanding of processing and closing functions and a general understanding of the entire real estate lending process.
4. Credit skill, interpersonal skills and ability to communicate clearly across all lines of business while handling multiple priorities are mandatory.
5. Highly fluent in MS Excel and Word.

Accounting background is beneficial as well as familiarity with PowerPoint, Access and Visio. Prefer formal credit training at a major U.S. bank, but alternative financial analysis experience may suffice. Some travel is required.

We offer competitive salary, healthcare plan, 401(k) and other benefits with potential for advancement. Please send your resume with salary requirements, in strict confidence, to [info@traditionscapital.com](mailto:info@traditionscapital.com) or fax resume to 888-268-6482. Visit our web site at [www.traditionscapital.com](http://www.traditionscapital.com).