

**Position: Mortgage Loan Officer**  
**Organization: NeighborWorks Great Falls**  
**Location: Great Falls, MT**  
**Type: Full time, non-exempt**  
**Website: [www.nwgf.org](http://www.nwgf.org)**

## **Full Job Description**

Are you looking for a new position with an organization that gives back to the community? If so, the team at NeighborWorks Great Falls is hiring! We are seeking an energetic and dedicated Mortgage Loan Officer who will be responsible for originating and preparing complete loan applications in an accurate and timely manner. You will be evaluating and underwriting all loan/grant packages, performing risk analysis on all files in accordance with established parameters, and resolving any concerns to arrive at prudent and equitable underwriting decisions; providing accurate closing documents in a timely manner that meet all regulatory and disclosure requirements; reviews signed settlement documents for accuracy and ensures loan files are complete.

We are passionate about our community, and we are looking for a highly motivated and positive individual to help our neighbors reach their dream of homeownership. Additionally, we want you to be able to do what you love and are passionate about right here in Great Falls.

## **Why choose to work at NeighborWorks Great Falls?**

Since 1980, NeighborWorks Great Falls has been committed to building strong neighborhoods, creating successful homeowners, and developing quality, affordable housing throughout Great Falls, Montana. NeighborWorks Great Falls works tirelessly to revitalize this community by reclaiming abandoned and distressed properties, developing quality, affordable housing, and leading resident-based community initiatives. Additionally, NeighborWorks Great Falls is recognized nationally for excellence in homeownership and financial literacy services, having assisted more than 5,000 neighbors into homeownership in Cascade County and removed or renovated 500+ blighted properties.

We help families become successful homeowners so that they can invest in themselves and their futures. As NWGF looks to our next 40 years, the changing landscape of providing homes hard working families can afford is leading us to seek new solutions and broaden our loan programs and housing development. NeighborWorks Great Falls is committed to the growth of their staff. We support our staff with the tools and education to expand their careers.

**Benefits:**

- 80%+ of health insurance paid
- Flex spending account with match
- 401(k) with company match
- Paid time off
- Paid Holidays
- Paid Volunteer Days
- Career Development
- Tuition Reimbursement

Do you have a strong attention to detail and accuracy and the ability to meet deadlines?

Do you have effective written and verbal communication skills?

Do you have experience in the mortgage, real estate, or financial industry?

Are you ready to join a team dedicated to their community?

We are ready for you to join our team. Apply today! Please submit a resume and cover letter detailing your interest and qualifications for this position and your salary requirements to: [jfigarelle@nwgf.org](mailto:jfigarelle@nwgf.org). Or check out our employment opportunities on our website at <https://www.nwgf.org/careers>. Salary starts at \$38,000.00 and will be commensurate with experience. We will begin reviewing applications beginning on April 4th and the position will remain open until filled.