



COMPANY OVERVIEW

US Metro Bank ("USMB") is a California-chartered, full-service commercial nonmember bank headquartered in Garden Grove, California, with branches in Anaheim, Los Angeles, Buena Park, Torrance and a loan production office in Dallas.

Opened for business on September 15, 2006, the Bank provides deposit and loan products (including commercial real estate, commercial and industrial and SBA loans), as well as related banking services to targeted client base of executives, professionals and small- to medium-sized businesses, generally in the Southern California area.

JOB SUMMARY

This position is responsible for the daily activities for each assigned Warehouse facility as well as acting as the primary daily interface with the customer. The Mortgage Warehouse Funding Specialist ensures that all of the customer service level agreements are met daily for their assigned accounts and is responsible for the daily balancing of the customer and internal accounts. This position will also be responsible for the review of all pre-funding documentation and verification. Key deliverables for this position include accurate and efficient completion of all assigned functions, ensuring that department meets or exceeds contractual service level requirements, ensuring that all processes are documented, ensuring that the overall control environment is sustained, and building and maintaining relationships with both internal and external clients.

ESSENTIAL FUNCTIONS

- Acts as primary contact for daily transaction processing
- Reviews pre-funding documentation
- Balances customer accounts daily
- Reviews and monitors all exceptions and escalates issues as required
- Communicates progress to department and senior management
- Handles customer issues as required
- Handles customer account load and ensures that all daily tasks are completed

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Warehouse Finance business, customers, and products
- Knowledge of Warehouse Finance cash flow and collateral handling processes
- Knowledge of Warehouse Finance pre-funding requirements and processes
- Proficient knowledge of all applications that support the Warehouse Finance business
- Knowledge of industry best practices in assigned support area
- Ability to communicate effectively with executive, senior and dept. managers, committees, and internal and external customers
- Strong organizational and interpersonal skills
- Ability to work with minimal supervision
- Results oriented in a deadline driven work environment

REQUIRED MINIMUM QUALIFICATIONS

- High School Diploma or equivalent
- Minimum of 1 year Warehouse Finance or related experience

PREFERRED QUALIFICATIONS

- Pathfinder WLFS experience