



AMERICAN REPORTING COMPANY

Appraisal Reviewer

American Reporting Company, LLC is seeking an individual to review residential appraisals and communicate any adverse findings to the original appraiser for adjustments.

Duties and Responsibilities:

- Review all residential appraisals prior to delivery to the client.
- Review the automated GAAR checklist generated by the CMS system against the final appraisal.
- Communicate changes or deviations from the standard appraisal process and address other issues with the original appraiser including time adjustments, value concerns, comps used, etc.
- Monitor pipeline and priority requests from Appraisal Coordinators.
- Communicate all valuation issues to appropriate resource.
- Support the Appraisal Manager and other reviewers in maintaining review queue.
- Provide problem resolution and respond to internal customer requests within scope of authority.
- Assist with other assigned duties or projects as requested by the appraisal management team members.
- Develops and maintains familiarity with appraisal industry standards and market conditions.
- May train and/or supervise less experienced Appraisal Reviewers as directed by management

Requirements and Qualifications:

- Must be a certified appraiser in Washington State or Oregon; preference would be given to a dual licensed appraiser in Oregon and Washington. Must have a minimum of 5 years appraisal experience.
- Knowledge of procedures related to the residential lending process and the appraisal process, including multi family, manufactured home and complex residential assignments.
- Utilizes techniques, tools and terminology relative to the appraisal of residential properties sufficient to read and review accuracy of appraisal reports.
- Ability to effectively interact with service providers in a virtual environment.
- Content and application of regulations and internal lending guidelines pertaining to the appraisal of residential properties.
- Familiar and comfortable with a Microsoft Windows-based computer environment.
- Proficient in the Microsoft Office suite of applications (Word, Excel, PowerPoint, and Access) and other products as needed.
- Resolve problems and follow up on action items in a timely and efficient manner.
- Excellent organizational and technical skills to operate in a high volume and fast-paced exception-processing environment.
- Follow established procedures in determining compliance with processing guidelines and criteria.
- Function as a team player that collaborates with others and maintains a positive and proactive attitude.
- Flexible and adaptable to new environments, technology, and processes.
- Train others in specific skills and work processes.
- Ability to work independently from a remote location with internet access.

For immediate consideration, please send a text (ASCII) or Word version of your resume to francoism@arcreports.com for additional information regarding this position please visit <http://www.arcreports.com>

American Reporting Company, LLC is a committed to equal opportunity employer. In that spirit we welcome your interest in our employment opportunities.