Bodcaw Bank

Job Title: Credit Analyst
Reporting to: Market President

Created on: September 19, 2024
Modified on:

Position Summary

The Credit Analyst is assigned to support Commercial Loan Officers in the underwriting of new credits and servicing of credit relationships. They are responsible for independently analyzing the quality of loan requests through financial analysis, collateral valuations, and repayment capacity of new applicants and existing obligors. Also, continual monitoring of credit relationships is assigned to ensure borrower compliance with approved terms and portfolio management**.**

Duties/Responsibilities

1. Analyze the financial condition of businesses and individuals and evaluate the quality and sufficiency of various sources of repayment, collateral, and the appropriateness of credit structures for new loan and renewal requests.
2. Act as a control point in the loan approval process to ensure adherence to credit policies and loan covenants.
3. Interpret and analyze the applicant's business plan, financial statements, and related materials in conformity with bank procedures.
4. Prepare loan presentations providing adequate details of the credit structure, management evaluation, and the background of the business and industry, provide assessment and adequacy of deal structure, risk ratings, and credit worthiness, and participate in presentation and/or present loans to OLC.
5. Provide recommendations, noting and deviations for existing commercial loan relationships.
6. Conduct collateral analysis for existing loans on an ongoing basis. This would include inventory and accounts receivable substantiation for borrowing base loans or audits of floor plan vehicles and equipment.
7. Understanding procedures and documentation requirements.
8. Participate in customer and prospect site visits to gain insight into client business operations.
9. Provide post-funding analytical and monitoring support of credit relationships and portfolio maintenance.
10. Assist the bank with various administrative tasks to support department operation, as directed; may also be assigned special projects.
11. Maintain knowledge of the bank's lending policies, procedures, and philosophies toward various types of loans that may include, but are not limited to, consumer, residential, small business loans, commercial real estate loans, and construction loans.
12. Become knowledgeable with and ensure compliance with regulations of governing agencies and industry best practices.

13. Follow all bank policies and procedures.

Qualifications

- Bachelor’s degree in Finance, Business Administration, or related field preferred.
- 1-3 years of experience in banking.
- Strong understanding of lending, deposit services, and financial products within a community banking setting.
- Strong knowledge of banking regulations and compliance standards.
- Excellent communication, interpersonal, and leadership skills.

Required Skills/Abilities

- Professional relationship with management and team members.
- Accuracy and attention to detail.
- Ability to perform tasks with reliability, quickly and accurately.
- A thorough understanding of policies and procedures pertaining to the functions within the department.
- Ability to operate and accomplish shared goals of the department and the bank.
- Ability to effectively manage time and responsibilities.
- Ability to think practices through, problem solve and share helpful information.
- Ability to prioritize multiple demands in a high-pressure environment while maintaining professionalism.
- Effectively communicate orally, in writing and with written procedures.