

Credit Analyst

Reports to: Business Finance Manager
FLSA Classification: Exempt
Approved By: Business Finance Manager
Revision Date: April 2021

SUMMARY

The Credit Analyst will focus on loan pre-processing, loan servicing, and compliance matters. Additionally, the Credit Analyst will support the Loan Officers in processing full loan applications and servicing the assigned portfolio of loans.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% of Time
<p>Loan Pre-Processing</p> <ol style="list-style-type: none">1. Maintains and monitors loan application files for completeness and eligibility.2. Orders credit reports and conduct other public records checks.3. Inputs financial statements and tax return data in Ventures software.4. Obtains and documents other information needed for the application such as the First Research Industry Reports.5. Enters prospective loan applicants into Salesforce and/or Ventures software.6. Orders credit reports and conduct other pre-processing tasks, such as public records checks.	30%
<p>Loan Servicing</p> <ol style="list-style-type: none">1. Reviews loan issues and loan covenants and follows through on required actions with borrower. Determines if Loan Advisory Committee review is required for issues or changes to loan covenants.2. Provides guidance and process support to the Portfolio Servicing Specialist and Portfolio Manager for Loan Servicing processes.3. Completes loan risk rating tasks related to analyzing results from Portfolio Servicing Specialist, finalizing the rating and providing comments.4. Monitors job compliance and other loan covenants for forgivable loans and developer agreements.5. Monitors troubled loans providing support to Loan Officer, Portfolio Manager and Loan Closer on appropriate next steps.	20%
<p>Audits & Reports</p> <ol style="list-style-type: none">1. Assist with file reviews in preparation for audits as required.2. Completes and submits required reports designated for the position by the required dates.3. Assist in the monitoring of business activities for compliance with applicable rules and regulations governing RCEDC's loan programs.4. Ensure that operational manuals are current.	20%

<ol style="list-style-type: none"> 5. Work to review, update and disseminate lending policies and procedures governing compliance. 6. Assist in responding to regulatory agencies to complete required compliance documentation. 7. Assist management with other general duties and compliance projects as needed. 	
<p>Loan Processing (SBA and RLF's):</p> <ol style="list-style-type: none"> 1. Engages with the prospective borrower and manages the loan processing and approval processes. 2. Processes business loans and grants following established policies and procedures for loan selection, underwriting, approvals and closing. 3. Ensures pre-processing requirements are met following defined policies and procedures. 4. Reviews Business Plans, appraisals and environmental reports and provide results to the Loan Officer and Business Finance Manager. 5. Supports Loan Officer in preparing presentations on credit worthiness of the applicant. 6. Finalizes loan and prepares for the start of the closing process. 	5%
<p>SBA Loan Processing</p> <ol style="list-style-type: none"> 1. Ensures timely preparation and submission of accurate SBA 504 loan packages to SBA through its eTran system using Ventures loan management software. 2. Prepares No-Adverse-Change analyses as needed on loans before funding and provides a recommendation to Business Finance Manager and Loan Advisory Committee(s) for approval. 3. Partners with the BLP Loan Closer to review SBA Authorizations and/or Commitment Letters with approved loan recipients. Submit final loan information to the SBA. 4. Finalizes SBA loan package and submits 	15%
<p>Loan Closing</p> <ol style="list-style-type: none"> 1. Act as a resource, as needed, to enable the Loan Closer to effectively complete the closing process. 2. Review project costs as requested by the Loan Closer to ensure funds were disbursed as approved. 	5%
<p>Additional Duties</p> <ol style="list-style-type: none"> 1. Participates in other project assignments as directed by the RCEDC Executive Director or Business Lending Partners Business Finance Manager. 2. Other special projects as assigned. 	5%
<p>CORE COMPETENCIES RCEDC employees are expected to acquire certain skills and knowledge over time so that these skills evolve into competencies. The RCEDC views these competencies as critical to performing within the various positions. As such, RCEDC has determined that the following competencies are significant for professional staff:</p>	

1. **Analysis and Decision-Making Skills** – Make effective decisions and solve problems in complex or ambiguous situations by gathering, diagnosing and judiciously analyzing the information about the situation and environment in order to identify and evaluate options and select the best course of action.
2. **Industry Understanding** – Aware of and interested in the economic development industry that includes an in-depth learning of this service area with a goal to develop professional capabilities.
3. **Leadership and Influence** – Inspire and influence by communicating a compelling vision of the future, conveying an executive presence (e.g., confidence, poise, connecting with others, etc.) and being sufficiently agile and self-assured to lead others effectively.
4. **Relationships and Teaming** – Effectively build relationships with individuals and teams across the organization and external partners by being inclusive, considerate and responsive to the needs of others; by communicating effectively, collaborating with others and sharing resources; and by being receptive to feedback.
5. **Responsibility and Achievement** – Demonstrate initiative, commitment to excellence, and effective self-management skills, including integrity, ethical behavior, responsibility, dependability and follow through.
6. **Communication Skills** – Effectively communicates through verbal and written media to stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

1. Bachelor's Degree in banking, finance, or a related field
2. Ideal candidate will have one year of experience in banking, public sector financing organizations, business credit organizations or a related organization or industry
3. Ability to perform statistical analyses
4. Ability to perform basic mathematical operations and to analyze and interpret business financial statements and related financial and business documents
5. Ability to maintain a high degree of professionalism, confidentiality, flexibility, and initiative
6. Proven oral and written communication skills with an emphasis on effective interpersonal skills to work with varying levels of professionals, such as public officials, bankers, State and federal employees, board members, staff, and business owners
7. Ability to manage multiple projects requiring specific deadlines that may often result in a high stress environment
8. Ability to work independently, effectively analyze and problem solve issues, and exercise good judgment in making a variety of decisions
9. Proven organizational and time management skills
10. Ability to work with the business community and the general public
11. Knowledge of word processing, data processing and spreadsheet software applications.
12. Valid driver's license with verification of appropriate insurance coverage.

RCEDC is an AA/EEO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status. Individuals from diverse backgrounds are encouraged to apply.