



## **JOB DESCRIPTION**

### **Business Services Credit Analyst**

<b>Department</b>	Member Business Services
<b>Reports to</b>	AVP, Business Credit Manager and may receive direction from the Sr AVP, Member Business Services
<b>Supervises</b>	N/A
<b>Pay Grade</b>	Non-Exempt Grade 13

### **Job Summary**

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Under limited supervision, and within established lending guidelines, performs financial analysis for member business loan applications. Makes recommendations as to loan structure and credit worthiness. Answers questions from members regarding eligibility and lending requirements. Assists in the monitoring and annual risk analysis of loans in the business loan portfolio. Maintains member confidentiality.

### **Essential Functions**

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- Analyzes and interprets complex financial data. Promptly prepares summary reports on findings. Verifies accuracy of information and completeness of analysis/ratios. Understands and is familiar with financial documents and schedules.
- Reviews assigned risk grades on all commercial, small business and SBA loans. Confirms or changes the grade at initial review or annual review.
- Prepares comprehensive and accurate Credit Approval Recommendations, on line of credit renewals and other basic loan transactions, addressing member borrowing needs, sources of repayment, loan structure and significant issues regarding member business loan applications.
- Reviews loan documents prior to borrower signings for accuracy and post signing for proper execution to ensure adequate enforceability of company's position for new and existing loans reviewed. This includes loan details, document review, financial copies, approvals, etc.
- Monitors and requests required financials from members for existing loans to complete annual reviews and covenant monitoring requirements.
- Interfaces with members and business staff in a timely manner. Maintains excellent member relations, provides services, and cross sells credit union products.
- Has thorough knowledge of credit union policies and procedures and of laws pertaining to loan processing and disclosures.
- Makes recommendations as to loan structure and credit worthiness.

- Stays abreast of all current business lending and disclosure laws or regulations which are enacted or revised and concern financial institutions.
- Must work harmoniously with other employees
- Performs other duties as assigned.

## **Required Knowledge, Skills, and Abilities**

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- Requires a sound knowledge of accounting principles.
- Knows office practices and procedures including information systems processing.
- Ability to perform complex mathematical calculations and analyze financial information to recommend credit decisions and loan structures, as well as monitor loan covenant compliance.
- Must work harmoniously with other employees.
- Has knowledge and understanding of policies, regulations and procedures effecting loans and credit union lending practices.
- Computer literacy is required.
- Work involves extensive personal contact with others and is usually of a personal or sensitive nature.
- Work may involve motivating, influencing, or training others.
- Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
- Understand and respond to complex verbal and written communications.
- Ability to effectively communicate with members and/or staff in person, over the phone and/or in writing.
- Ability to read and comprehend loan applications, financial statements, tax returns, commercial appraisals, commercial leases, insurance policies, credit reports, manuals, etc.
- Ability to prepare written Credit Approval Recommendations, on basic loan transactions, that accurately and comprehensively present and analyze all important aspects of member business loan requests.

## **Education and Experience**

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- College degree with an emphasis in business or finance or a high school graduate with equivalent experience.
- Prior working experience in a financial services or accounting organization and familiarity with accounting principles and business loan underwriting procedures preferred.
- Must have a basic understanding of financial statements including balance sheets, income statements, tax returns and statements of cash flow.

- A working knowledge of commercial loan types, structures, and practices. Ability to evaluate credit data in determining loan risk. Significant analytical thinking skills are required to analyze and assimilate financial information into actionable data with recommendations on course of action to take.
- Must have excellent resource management, project planning, compliance, leadership, written and verbal communication skills.
- Must be able to properly utilize a variety of online and social media platforms for the benefit of business relationships.

### **Additional Requirements**

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- Incumbent must be bondable.

### **Physical Requirements**

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This is a moderately sedentary office classification although standing and walking between work areas is required. Individual(s) in this class must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator at a reasonable speed, and to operate standard office equipment. Person(s) in this classification occasionally bends, stoops, kneels, reaches, climbs, and walks; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds regularly, and up to 50 pounds occasionally. Works in an office environment with moderate noise levels.