

TITLE:	<u>Member Business Services Underwriter</u>
REPORTS TO:	AVP, Member Business Services and may receive direction from the Vice President, Member Loan Services.
SUPERVISES:	No one
SUMMARY:	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. May interview members to determine needs and answers questions from members regarding eligibility and lending requirements. Is thoroughly trained and knowledgeable in all credit union products and services and is able to explain and cross sell them to members. Maintains member confidentiality.

PRINCIPLE RESPONSIBILITIES:

- 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.
- Prepares comprehensive and accurate Credit Approval Recommendations, addressing member borrowing needs, sources of repayment, loan structure and significant issues regarding member business loan applications.
- Maintains excellent member relations, provides services, and cross sells credit union products.
- Preserves member confidentiality.
- Interfaces with members and business staff in a timely manner.
- 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.
- With friendliness, tact, and courtesy, directs and assists members, answers inquiries, determines needs and provides information on loan and other credit union products; receives incoming calls.
- Stays abreast of all current business lending and disclosure laws or regulations which are enacted or revised and concern financial institutions.
- Knows and Understands credit union loan services including consumer, real estate and business products.

- Must work harmoniously with other employees.
- Performs other duties as assigned.

ESSENTIAL FUNCTIONS:

- Understand and respond to complex verbal and written communications.
- Accurately enter data using the keyboard and computer terminal.
- Ability to read and comprehend loan applications, financial statements, tax returns, commercial appraisals, commercial leases, insurance policies, credit reports, manuals, etc.
- Ability to use fine motor skills and manual dexterity to operate a variety of business machines on a daily basis (ex: 10 key adding machine, copy machines, fax machines etc).
- Ability to perform complex mathematical calculations and analyze financial information to recommend credit decisions and loan structures, as well as monitor loan covenant compliance.
- Ability to prepare written Credit Approval Recommendations, on even the most complex loan transactions, that accurately and comprehensively present and analyze all important aspects of member business loan requests.
- Ability to lift and carry up to 20 pounds.
- Ability to stand and/or sit for extended periods of time.
- Ability to effectively communicate with members and/or staff in person, over the phone and/or in writing.

REQUIRED KNOWLEDGE:

Good reading, writing, arithmetic and communications skills. Requires a sound knowledge of accounting principles, income tax and financial statement analysis, business loan structure and written credit recommendations. Knows office practices and procedures including information systems processing, the ability to make mathematical computations, to operate calculators, to type with reasonable speed and accuracy, to write legibly and to deal with members and staff tactfully and courteously. Must work harmoniously with other employees. Has a broad knowledge and understanding of policies, regulations and procedures effecting loans and credit union lending practices. Computer skills and experience are required. Incumbent must be bondable.

EXPERIENCE:

Prior working experience in financial analysis or a related field in the financial services or accounting industry preferred. Experience as a loan services officer and/or business loan analyst in a credit union or other financial services organization is a plus. Familiar with accounting principles and business loan underwriting procedures. Computer literacy is required.

EDUCATION:

High school graduate. Bachelor's degree in business, accounting, finance or equivalent.