

# **Job Description**

## ***Credit Analyst I***

**Department:** Business Banking

**Date:** May 10, 2024

**Reports to:** Credit Analysis Department Manager

**Summary:** In collaboration with commercial lenders, evaluates the financial condition of individuals and businesses applying for credit with the financial institution.

### **Duties and Responsibilities**

#### **1. Analysis**

- Obtains financial information from commercial lenders to assess the creditworthiness of potential borrowers and monitor the credit risk of existing clients.
- Analyzes financial statements, tax returns, credit reports and other related information pertaining to proposed and existing loans to businesses and individuals.
- Prepares preliminary financial analysis and spreadsheets including income statements, cash flow models, balance sheets and financial ratios.
- Reviews preliminary analysis with the Credit Analysis Department Manager.
- Reviews preliminary analysis with commercial lender and finalizes the analysis.

#### **2. Accuracy**

- Reviews and prepares written analysis, spreadsheets, reports, summaries and opinions.
- Ensures accuracy of financial analysis.
- Interacts with lenders in relation to loan requests, loan presentations, financial analysis and discussions with borrowers and borrowers' accountants.
- Assists in the preparation of quarterly bank reviews and board reports.

#### **3. Education**

- Provides assistance to loan officers with evaluation of credit and loan terms.

Other duties as assigned

### **Qualifications**

Bachelor's degree required. Ability to think through and understand a process from start to finish. Must be able to solve problems quickly and accurately. Ability to read and write routine reports and correspondence. Ability to communicate effectively with lending personnel. Must be able to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Strong problem solving skills required, with ability to apply commonsense understanding to carry out

instructions furnished in written, oral or diagram form. Basic clerical skills to include ten key, typing, and strong computer skills required. Good organizational skills.

### **Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit and occasionally required to walk and be able to talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to wear a mask while in the workplace in accordance with federal and state requirements. The noise level in the work environment is usually moderate.

*Equal Employment Opportunity Employer/M/F/Disability/Veteran*