Credit Analyst

First Resource Bank, a thriving community bank headquartered in Exton PA and recognized as one of the "Best Places to Work", is seeking a motivated full-time Credit Analyst

The Credit Analyst gathers, develops, and analyzes financial information in support of commercial lending activities and may also support consumer loan underwriting on a limited basis as needed. The analyst prepares financial spreads using a web-based system, along with supplemental schedules in Excel and/or Word. In conjunction with Relationship Managers, the analyst prepares loan approval packages for review and approval by authorized signers, including the Loan Committee and the Board of Directors, and prepares annual reviews of term loan relationships. The analyst also prepares Loan Committee agendas, detailed Loan Committee packages, minutes, and reports. Additional responsibilities include running credit reports, OFAC searches, and business lien searches, as well as maintaining electronic files of financial statements and creating, clearing, or advancing ticklers in the Jack Henry bank enterprise core system. When appropriate, the Credit Analyst also accompanies Relationship Managers on customer calls.

Essential functions/responsibilities include, but are not limited to:

Review and Analyze Financial Information

- Review and ensure completeness of financial information on new and existing customers, including personal and business tax returns, financial statements and other supporting documentation as appropriate in coordination with the Relationship Managers.
- Spread business and personal financial information in the web-based financial software and produce spreads of such information to be included in loan write-ups and for file updates. The web-based financial statement spreads shall be supplemented by other schedules, spreadsheets, etc. as needed to clearly present the financial condition, operating results and cash flow of the customer. Such information is to be discussed with the Relationship Manager to identify strengths, weaknesses, risks and trends of the company.

Prepare Loan Approval Packages:

- Work closely with the Relationship Managers to prepare loan request memorandums using primarily Word and Excel. Complete as much of the package as possible including all information about loans and deposits of the relationship, financial spreads and debt service calculations.

- Assemble all packages for loan committee, prepare committee agenda and ensure the package is made available to loan committee members in a timely manner. Attend all loan committee meetings and prepare committee minutes.

Credit / Loan Administration:

- Ensure all financial and related information is complete and filed in a timely manner.
- Update/advance/eliminate financial ticklers depending on circumstance once information has been received.
- Maintain outstanding relationship and teamwork with other credit, lending and loan administrative staff.
- Assist with dealing with loan maturities, renewals, etc.
- various reports on an as needed basis.
- Coordinate required loan information with loan review firm, bank examiners, CPA firm, etc. Assist these groups with accessing information in the Jack Henry bank enterprise core system as needed.

Other Duties

- Support strategic initiatives and special projects as assigned.
- Promote the Bank's Mission, Vision, and Core Values.

Competencies:

- Able to multitask while prioritizing responsibilities and tasks.
- Able to communicate clearly orally and written.
- Effective inter-personal skills, working in a team environment
- Highly organized, reliable and effective with management of time.
- Strong analytical, problem solving and mathematical abilities
- Ability to work extra hours including early mornings, evenings and weekends as needed to accommodate customers, prospects, community events, etc.
- Ability to function well in a high-paced and at times stressful environment.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite and various specific bank related software

Supervisory Responsibilities:

- This position does not have direct supervisory responsibilities.

Education and Experience:

- College degree preferred, particularly in related field of study such as Business Administration, Accounting, Finance, Economics, etc.
- Previous credit or financial analysis training for a minimum of 1-3 years preferred in banking industry, but will consider experience in related industry if applicable.

Physical Requirements:

- Ability to travel both inside and outside the Bank primary area to meet with partners, clients and to attend meetings as needed.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

First Resource Bank is an Equal Opportunity Employer

All interested candidates should click on the following link to apply:
https://recruiting.paylocity.com/recruiting/jobs/All/03c33d56-8789-45c2-bf68-69ba32f70460/First-Resource-Bank