



## Portfolio Manager

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 Portfolio Manager

The Portfolio Manager is responsible for supporting all aspects of managing the existing commercial lending portfolio and will report to the Chief Credit Officer as part of the Credit Administration Department. The Portfolio Manager key duties will be working with the lending team to collect documentation needed to complete annual reviews, loan renewals, and covenant measurements. This may involve direct customer contact and site visits coordinated with the Lender. The Portfolio Manager will be responsible for supporting the Credit Manager and Analysts by independently preparing certain annual reviews and loan renewals and ensuring new money loan requests are presented with complete packages prior to underwriting. Other duties may involve supporting construction lending draw requests and consumer lending efforts of First Resource Bank.

### **Essential functions/responsibilities:**

#### **Monitor Commercial Loan Portfolio**

- Work closely with the lending team to oversee a segment of First Resource Bank's commercial loan portfolio, encompassing approximately 3-4 designated Lenders and roughly \$300 million in outstanding loan balances
- Monitor annual review dates, financial ticklers and covenants to ensure First Resource Bank is maintaining current files for its loans and reviewing loans to determine risk in a timely manner.
- Contact customers in coordination with the Lender on a regular basis with a focus on a high level of customer service to collect documentation and information needed for the loan files.

#### **Prepare Annual Reviews:**

- Review customer financial information to determine financial performance and ability to continue servicing debt while identifying any potential weaknesses or risks based on updated information.
- Prepare annual review memos with Risk Rating recommendation to be presented based on First Resource Bank's existing loan policy and exposure thresholds.
- Prepare monthly Borrowing Base Certificates for relationships that require regular monitoring.
- Prioritize collection of financial documentation and completion of reviews based on relationship exposure, last annual review date, covenant measurement requirement and other identified portfolio risk factors.

#### **Credit / Loan Administration:**

- Assist in providing new loan request packages to the credit analyst queue by ensuring packages are complete with all necessary information to complete underwriting.
- Support construction loan draw requests as needed by providing customer requests with supporting documentation to construction loan manager.
- Maintain outstanding relationship and teamwork with other credit, lending and loan administrative staff.

- Assist in coordinating required loan information with 3<sup>rd</sup> party loan review partner, bank examiners, CPA firm, etc. Assist these groups with accessing information in the Jack Henry bank enterprise core system as needed.

**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
- Work with the Credit Department Manager in analyzing portfolio trends, delinquency trends, and other aspects of monitoring the loan portfolio.

**Supervisory Responsibilities:**

- None

**Education and Experience:**

- College degree preferred, particularly in related field of study such as Business Administration, Accounting, Finance, Economics, etc.
- Previous credit or portfolio management experience for a minimum of 3-5 years in banking industry.

**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>