

RACINE COUNTY ECONOMIC DEVELOPMENT CORPORATION
JOB DESCRIPTION

Job Title: Credit Analyst
Reports to: Business Finance Manager
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Prepared Date: May 2, 2017
Approved By: Jenny Trick
Approval Date:

SUMMARY

The Credit Analyst will work in the finance division of RCEDC, which operates under the Trade Name Business Lending Partners (BLP), and will focus on processing business loan applications, as well as, providing assistance in servicing the loan portfolio.

BLP loan programs and therefore its loan portfolio, includes a variety of loan funds and grants, including:

- US Small Business Administration 504 (SBA 504) Loan Program;
- County Economic Development Administration Revolving Loan Fund (EDA RLF);
- County Community Development Block Grant Revolving Loan Fund (CDBG RLF);
- City of Racine Revolving Loan Fund (City RLF);
- Racine Development Group Revolving Loan Fund (RDG RLF);
- Village of Union Grove CDBG Revolving Loan Fund (UG RLF);
- Burlington CDBG Revolving Loan Fund (Burl RLF);
- Burlington Tax Increment District Revolving Loan Fund (Burl TID RLF);
- Brownfields Cleanup Revolving Loan Fund (BC RLF);
- Racine County Midwest Revolving Loan Fund (Midwest RLF);
- Racine County Jobs for Racine County Revolving Loan Fund (JFRC RLF);
- Racine County RCEDC Revolving Loan Funds (RCEDC RLF);
- Seed Capital Fund (SEED RLF);
- Racine County Matching Grant Program (MGP); and
- New loan funds as they may be established.

Loan Processing Activities

1. Process business loan and grant applications under the supervision of the Business Finance Manager. This includes but may not be limited to the following actions:
 - Attend meetings and field phone calls with prospective loan applicants with the Business Finance Manager, or in place of Business Finance Manager, as appropriate;
 - Review applicants for eligibility and structure financing proposals appropriately;

- Attend follow up meetings with loan applicants to discuss concerns and collect outstanding documentation;
 - Analysis of financial statements and/or tax returns of borrowers, guarantors, affiliates and others as deemed appropriate for each application;
 - Conduct loan grading of each applicant which upon review of the financial statements provides an assessment of the level of potential of risk for that potential loan recipient;
 - Analysis of repayment ability;
 - Analysis of collateral adequacy;
 - Review business plans, appraisals and environmental reports and provide results to the Business Finance Manager, Loan Committee, Executive Committee, SBA and/or others, as appropriate;
 - Conduct analysis and provide recommendations to other divisions of RCEDC on credit worthiness of companies as requested; and
 - Prepare and present written credit presentations with recommendations on credit worthiness of the applicant to the various Loan Committee's, Executive Committee, Government bodies and/or SBA for each application.
2. Timely preparation and submission of accurate SBA 504 loan packages to SBA through its e504 system using Ventures, RCEDC's Loan Management Software.
 3. Prepare 'no adverse change' analyses as needed on loans before funding and provide a recommendation to Business Finance Manager and Loan Committee. If approved, submit to SBA.
 4. Attend conference calls (or meetings) with the BLP loan closer to review SBA Authorizations and/or Commitment Letters with approved loan recipients.
 5. Maintain Loan Processing resources for the division, including but not limited to:
 - 'Smart Book': Update this staff user's guide on with up-to-date loan processing guidelines and checklists on loan processing tasks, including submission of applications to SBA.
 - Ventures: Monitor updates to this loan processing software upon receipt and provide updates and training to BLP staff as appropriate.
 6. Maintain the BLP database for projects and contacts specific to Credit Analyst's projects, loan portfolio information and applicant information in Salesforce and Ventures software by ensuring company, loan recipient and applicant information is entered into the system so that appropriate prospect, servicing and other needed reports can be generated.

Loan Pre-Processing Activities

7. Conduct loan pre-processing tasks, as needed. These may include but are not limited to:
 - Maintain and monitor loan application files for completeness;
 - Enter prospective loan applicants into Salesforce and/or Ventures software, as appropriate;
 - Prepare savings calculations for potential loan applicants regarding benefits of using RCEDC's loan programs;
 - Order credit reports and conduct other pre-processing tasks, including but not limited to the review of public records on loan applicants;
 - Spread financial statements in Ventures, RCEDC's loan processing and management tool;
 - Analyze financial statements and/or tax returns of borrowers, guarantors and principals;
 - Calculate repayment ability of loan applicants;
 - Analyze adequacy of collateral being pledged to secure the loan;
 - As requested, pull and review First Research Industry Reports; and
 - Occasional special projects may include analyzing market conditions with respect to the project being underwritten or other factors related to considering the credit request.

Loan Servicing Activities

8. Service the loan portfolio including the following tasks as assigned by Business Finance Manager:
 - Communicate with loan recipients, as appropriate, and monitor responses as needed for documentation needs.
 - Monitor loan recipients' performance to ensure compliance of all loan covenants including performing onsite visits.
 - Monitor higher risk loans more frequently through public records checks and other actions.
 - Respond to requests for changes to the loan covenants or terms, notifying the loan recipient of what is needed to consider their request, then reviewing and analyzing that documentation and preparing a written presentation with a recommendation to either the Business Finance Manager or Loan Committee as deemed appropriate.
 - Provide general information to loan recipients as requested relative to servicing the loan portfolio.
 - Handle loan payoffs, including obtaining payoff statements from the Accounting Manager.

9. Handle troubled loans as assigned by participating in meetings and strategizing on problem resolution, and monitoring compliance of loan terms.
10. The following tasks are assigned to the Credit Analyst as needed but the Loan Specialist will take the lead in these tasks:
 - Loan risk rating including reviewing financial statements of loan recipients and assessing the level of risk of potential default for each loan.
 - Creation of loan portfolio concentration reports.
 - Calculation of the proposed 'allowance for doubtful accounts' amount for the loan portfolio.

OTHER RELATED TASKS

11. Participate in other project assignments as directed by the RCEDC Executive Director and Business Finance Manager.
12. Attend Board, Executive Committee, Loan Committee and staff meetings as required.
13. Assist with monthly creation of Business Lending Partners' e-newsletters
14. Promote the RCEDC and BLP programs by participating in outreach activities including but not limited to the activities detailed in the annual Work Plans

KNOWLEDGE, SKILLS AND ABILITIES

Certificates:

- Valid driver's license with verification of appropriate insurance coverage

Experience:

- Bachelor's Degree in Banking, Finance or a related field
- Minimum of one year related experience preferred, such as in banking, public sector financing organization, business credit organization, etc.
- Ability to perform Statistical analyses
- Ability to perform basic mathematical operations and to analyze and interpret business financial statements and related financial and business documents
- Ability to maintain a high degree of professionalism, confidentiality, flexibility and initiative
- Proven oral and written communication skills with an emphasis on effective interpersonal skills to work with varying levels of professionals, such as public officials, bankers, State and federal employees, board members, staff, and business owners

- Ability to manage multiple projects requiring specific deadlines that may often result in a high stress environment
- Ability to work independently, effectively analyze and problem solve issues, and exercise good judgment in making a variety of decisions
- Proven organizational and time management skills
- Ability to work with the business community and the general public
- Knowledge of word processing, data processing and spreadsheet software applications

Equipment:

- Operate a variety of office machines and equipment to include computer, scanner, fax machine, telephone, copy machine and calculator

Environment:

- Typical inside, air-conditioned office environment
- Often, a variety of other settings such as manufacturing facilities, construction sites, older retail buildings and/or other environments requiring the ability to be adaptive to changes in terrain, limited accessibility, etc., or tolerate unusual or unpleasant odors

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Some standing, walking, sitting, stooping
- Some kneeling, crouching, balancing and bending/twisting
- Some lifting, carrying, pushing/pulling to a maximum of 25 pounds
- Sitting for long periods of time
- Fine motor skills
- Tolerance of noise and odors from various office machines, or during site visits
- Driving to various locations as required by meetings, appointments, etc.