

**APPLY NOW**

## *MCT Credit Union*

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### **POSITION DESCRIPTION**

**POSITION TITLE:** Business Loan Officer

**DEPARTMENT:** Business Services

**CLASSIFICATION:** Exempt

**APPROVED BY:**

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### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** Chief Lending Officer

**POSITIONS SUPERVISED:** None

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### **POSITION PURPOSE**

Develops new and maintains existing member relationships by calling on businesses, professional groups, high net worth individuals and existing members soliciting new business loans and referrals. Attends to the needs of members seeking commercial and rental property loans. Maintains and grows loan portfolio, building relationships, ensures member satisfaction, timely follow-up on renewals and delinquencies. Maintains member confidence by keeping information confidential. Contributes to the team effort by performing other job-related duties as needed. Obtains loan request information from borrower to analyze credit information, financial statements, and other related information pertaining to the loan. Researches background documentation and reviews personal and business financial statements and tax returns. Analyzes financial information. Reviews and prepares detailed written analysis, spreadsheets, reports, summaries, and opinions. Prepares loan memorandum for presentation. Structures and loan decision process. Identifies and communicates points of exposure on current loans, as well as possible solutions. Presents loan applications for review at loan committee as needed/directed. Knowledge of banking laws, banking policies and procedures, and regulations.

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### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. **Assumes responsibility for the effective and professional completion of assigned business loan functions.**
  - a. Interviews, takes applications, and processes preliminary documentation on business loan requests. Discusses loan alternatives, credit criteria, interest rates, and loan documentation in such a manner as to elicit positive responses from members.

- b. Analyzes and evaluates loan requests and prepares written submission for consideration by the Business Loan Committee. Identifies problems or potential problems with credit information and coordinates with the necessary party to resolve the problems.
  - c. Assists in review of construction loan advances on commercial properties.
  - d. Conducts property inspections as assigned.
  - e. Follows-up on all matured loans.
  - f. Completes lending functions in accordance with established Credit Union policies and legal requirements.
  - g. Attend Loan Committee meetings prepared to answer questions on assigned basis. Update credit files and financial spreads on an ongoing basis.
  - h. Ensures that renewals are completed on a timely basis to avoid administrative past dues.
  - i. Ensures that annual reviews are completed in a timely fashion and that loans within the Credit Union portfolio are properly risk graded.
  - j. Performs periodic reviews of credits where more frequent monitoring may be appropriate.
  - k. Assumes additional responsibilities as required.
2. **Assumes responsibility for establishing and maintaining effective and professional business relations with members and trade professionals.**
- a. Answers questions and resolves requests.
  - b. Keeps borrowers informed of Credit Union loan policies and services.
  - c. Meets with applicants whose loans are denied and explains reasons and alternatives.
  - d. Maintains and projects the Credit Union's professional reputation.
3. **Assumes responsibility for establishing and maintaining effective communication, coordination, and working relations with Credit Union personnel and with management.**
- a. Coordinates functions with related departments and branches and provides support as needed.
  - b. Assists Business Services personnel and provides support as needed.
  - c. Keeps management informed of area activities and of any significant problems.
  - d. Attends and participates in meetings and committees as required. Serves as a member of the Business Loan Committee.
  - e. Completes required reports and records.
  - f. Participates in special projects as assigned.

- g. Maintains a good working relationship with all Credit Union staff. Demonstrates the ability to work independently. Works as a team player to contribute to the success of the department, and in turn, the organization.
4. **Assumes responsibility for related duties as required or assigned.**
- a. Cross-sells Credit Union services.
  - b. Stays informed regarding changes in lending standards and related legal requirements.
  - c. Completes special projects as assigned.
  - d. Ensures that work area is clean, secure, and well maintained.
  - e. Learn and maintain a strong knowledge of the bank's credit policies and procedures, and commit to the role of enforcing them as best as possible.
  - f. Learn and attain proficiency using Credit Union's core system, spreading software, information database, and other technology-based solutions.
  - g. Responsible for monitoring clients within assigned portfolio to identify deteriorating credit conditions and compliance with loan agreements.
  - h. Monitors high risk loans via established procedures.

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## PERFORMANCE MEASUREMENTS

- 1. Loan growth goals are met.
- 2. Lending and related collections functions are effectively performed in accordance with established Credit Union policies and with legal and regulatory requirements.
- 3. Loan documentation, records, and reports are accurate, timely, and complete.
- 4. Loan applications are closely and effectively analyzed and evaluated. Lending practices are "safe and sound."
- 5. Professional business relations exist with members and trade professionals. Questions and problems are promptly and courteously resolved. Programs and services are thoroughly explained.
- 6. Good working relations exist with Credit Union personnel and with management. Assistance is provided as needed. Management is appropriately informed.
- 7. Portfolio quality is sound. Problems are recognized early and properly addressed.

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## QUALIFICATIONS

**EDUCATION/CERTIFICATION:** Bachelors degree in business or a related field, or an equivalent combination of training and work experience.

**REQUIRED KNOWLEDGE:** Knowledge of Credit Union lending and collections programs, policies, and procedures.

Familiarity with property management and maintenance procedures.  
Understanding of financial analysis and determination of credit worthiness.  
In-depth knowledge of banking products and services.  
Familiarity with analyzing/underwriting C&I, CRE, and Asset-Based transactions.  
Broad knowledge of concepts related to lending to multiple types of clients and industries.  
Strong knowledge of basic banking products and lending solutions, along with the ability to match specific solutions with their requested purpose.  
Ability to provide independent review and analysis of financial information utilizing Financial Statements, Corporate Tax Returns, Personal Tax Returns, Rent Rolls, A/R Aging Reports, and other information provided/obtained.  
Resourcefulness in researching clients, industries, collateral, etc.

**EXPERIENCE REQUIRED:** Requires a Bachelors Degree in Accounting or Finance or related direct experience in commercial credit/lending activities.  
Experience in analysis, underwriting, preparing loan proposals and commercial portfolio management.  
Two to five years of business lending experience preferred.

**SKILLS/ABILITIES:** Excellent communication, negotiation, interpersonal, analytical, problem-solving, and written skills.  
Results-oriented and flexible with demonstrated ability to prioritize work assignments.  
Strong analytical abilities.  
Solid interviewing skills.  
Basic computer skills.  
Able to use financial calculator and related computer applications and business machines.  
Good customer service and communication skills, both written and verbal.  
Ability to solve problems and work independently.  
Strong organizational and time management skills – ability to handle multiple tasks in a highly time-sensitive environment and prioritize appropriately to meet deadlines.  
Strong attention to detail, in balance with work efficiency.  
Confident presentation skills, with comfort communicating opinions to all levels of management.  
Ability to work well with people, while also enforcing the credit policies and procedures of the organization.

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## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

**TALKING:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

**AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information.

**REPETITIVE MOTION:** Movements frequently and regularly required using the wrists, hands, and/or fingers.

**AVERAGE VISUAL ABILITIES:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

**PHYSICAL STRENGTH:** Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

## WORKING CONDITIONS

**NONE:** No hazardous or significantly unpleasant conditions (such as in a typical office).

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## MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

**REASONING ABILITY:** Ability to deal with a variety of variables under only limited standardization.  
Able to interpret various instructions.

**MATHEMATICS ABILITY:** Ability to compute discount, interest, profit, and loss; commission markup and selling price;  
ratio and proportion and percentage.  
Able to perform very simple algebra.

**LANGUAGE ABILITY:** Ability to read a variety of books, magazines, instruction manuals, atlases, and  
encyclopedias.  
Ability to prepare memos, reports, and essays using proper punctuation, spelling, and  
grammar.  
Ability to communicate distinctly with appropriate pauses and emphasis; correct  
pronunciation (or sign equivalent) and variation in word order; using present, perfect,  
and future tenses.

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## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*