



1st Capital Bank

POSITION DESCRIPTION

Title: Commercial Underwriter

Reports to: Sr. Credit Administrator

FLSA Status: Exempt

POSITION SUMMARY

The Commercial Underwriter is accountable for performing credit and financial analysis as it pertains to a wide range of commercial loans and risk assesses credit applications for commercial loans to ensure compliance with the Bank's credit risk management strategy and the Bank's Loan Policy. The CU will analyze financial ratios and company operating performance to monitor covenant compliance – will seek guidance from regional presidents, relationship managers and credit administrators as necessary. This position will be in Salinas, CA.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Review commercial loan applications and analyze credit information to make a general assessment of applicant's creditworthiness and a preliminary determination whether or not the proposed loan will conform to the bank's lending policy.
- Analyze financial statements and projections on spreadsheet software and produce independent, supported projections of customer performance.
- Prepare written summary of commercial loan terms/conditions and a written narrative explaining business background – outlining risk factors and justifying risk rating, ensuring conformity with Bank Loan Policy and procedures and with applicable banking regulations
- Analyze the quality of a business's management team to determine ability to achieve the company's objectives and respond to external pressures appropriately.
- Coordinate with RMs & CAs to provide appropriate loan structure, pricing and underwriting to meet the needs of both the Bank and the customer.
- Research and stay current with market trends and industry studies for inclusion in narrative portion of credit authorization using various sources to assist with loan underwriting.
- Review industry issues of risk in areas of loan portfolio concentrations.
- Analyze property evaluations, appraisals and collateral analysis to determine compliance with Bank policy.
- Compare current financial exhibits to loan agreements for covenant compliance and report violations to RM and Credit Administrator(s).
- Use tickler system to support credit compliance adherence.
- Coordinate and collaborate with Relationship Managers in the preparation of Credit Authorizations and Administrative Actions for committee presentation, including review of financial statements, projections and site visits.
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree in Finance, Business or other related field preferred - professional experience in banking or related industry may be used in combination with or in lieu of education requirement.
- Minimum two years of commercial underwriting experience - financial statement analysis, accounting theory and logic, loan structuring - commercial products and services.
- Intermediate computer skills using word processing and spreadsheet programs.
- Above average communication skills – written, verbal and presentation skills.
- Ability to multitask and prioritize workload to meet established deadlines.
- Strong interpersonal skills and ability to interact with all levels of staff.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit for prolonged periods. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to the risk of electrical shock.
- Noise level in the work environment is usually moderate.