



1st Capital Bank

POSITION DESCRIPTION

Title: Senior Commercial Underwriter

Reports to: Sr. Credit Administrator

FLSA Status: Exempt

POSITION SUMMARY:

This position plays a critical role on the Commercial Banking Underwriting team. The individual will work directly with Relationship Managers, Credit Administration Officers, the Chief Credit Officer and other team members to analyze the most complex new commercial credit opportunities and underwrite the most complex new or renewed credit exposure. This underwriter may be expected to attend client and prospect meetings with the Regional President, Relationship Manager and/or Portfolio Manager in order to gather first-hand information. The Senior Commercial Underwriter is expected to perform research in order to identify, quantify and mitigate underwriting risk inherent in a commercial lending transaction. As a senior underwriter, the employee will be expected to develop a strong working relationship with Credit Administration team members, Relationship Managers, attorneys, appraisers, accountants and other bankers in order to further develop their expertise and knowledge base. The Senior Commercial Underwriter can also expect to be assigned and accountable for completion of special projects that relate to improving the credit analysis and portfolio management functions of the Bank.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Accountable for providing in-depth analysis of financial statements, projects, collateral analysis, appraisals and business plans. Conducts complex credit investigations and analyzes diverse credit information for loans.
- Accountable for the accurate and timely preparation of in-depth loan credit approval authorizations for new loans, amendments and renewals and is able to effectively communicate the results of his/her analysis to senior management. Has a thorough understanding of the credit and its strengths and weaknesses as articulated in the credit authorization. May attend loan committee meetings and participates in the discussion for loan approval along with the Relationship Manager.
- Analyzes individual company performance and the impact of industry and competitive dynamics and macroeconomic events on the creditworthiness of clients and prospects.
- Analyze the quality of a business's management team to determine ability to achieve the company's objectives and respond to external pressures appropriately.
- Determines the appropriate risk rating for the credit facility.
- Validates the recommended loan structures and if necessary recommends alternative loan structures.
- Prepares in-depth loan approval authorization for new loans, amendments and renewals and is able to effectively communicate to senior management. Has a thorough understanding of the credit and its strength and weaknesses as articulated in the credit authorization.

- Accountable for completing ongoing periodic credit monitoring of loans, as assigned by Senior Credit Administrator, including obtaining and analyzing financials statements and financial covenant performance.
- Ensures compliance with internal Bank Loan Policy and external regulatory requirements.
- Serves as a mentor and knowledge resource to more junior underwriters.
- Provides input to senior management as to process improvement within the context of loan underwriting and portfolio management.

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 seven years commercial credit analysis experience with the demonstrated ability to handle more complex transactions.
- Strong analytical, problem solving and technical writing skills.
- Intermediate to advanced computer skills using word processing and spreadsheet programs.
- Strong written and verbal communication skills with advanced level of computer skills necessary to develop necessary analytics used in underwriting.

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.