

JOB TITLE: SBA COMMERCIAL LOAN OFFICER

Location: Norwalk, CT

Type: Exempt/Officer

Position Summary:

Identify and meet with clients and prospects seeking commercial loans with a focus on SBA 7(a) and 504 loan programs. Collect and analyze financial data and related information to determine creditworthiness. Working knowledge of SBA Lending market, programs, and Standard Operating Procedure (SOP). Structure loan terms to meet the prospect's requirements and the Bank's loan guidelines.

Spend 75% of work week meeting with customers and obtaining sales.

Spend 25% of work week in the office doing the work that supports the sale i.e. how to process the loan.

Qualifications Required:

- Four year business degree
- Knowledge of accounting principles and practices
- Proficient in Windows Office applications, Word, Excel and Outlook
- Prior experience as an SBA or C&I Commercial Loan Officer or SBA Commercial Portfolio Manager
- Knowledge of SBA Lending market including SBA 7(a) and 504 loan programs and Standard Operating Procedure (SOP)
- Credit analysis experience with completion of a formal Credit Training program
- Ability to analyze and report on financial data both verbally and in written form

Essential Functions and Responsibilities:

- Meets and exceed goals of: attracting new relationships; annual loan budgets; new deposit accounts and dollars; fees earned and minimum pricing standards
- Identify potential commercial loan clients and manage a portfolio of commercial customers on an ongoing basis
- Development of a targeted prospect list
- Maintain and grow assigned portfolio and customer base
- Present commercial loans to the Management Loan Committee
- Maintain all credit reviews on a timely basis in accordance with policy and identify new credit issues proactively
- Collect and analyze all required information for commercial loans

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- Ensure periodic review process of loans is performed on a timely basis according to established standards
- Analyze and propose new, renewed and modified credit presentations
- Resolve data integrity issues in a timely manner
- Perform detailed credit due diligence
- Direct the closing process of commercial loans
- Maintain risk ratings in relation to credit policy
- Renew all notes on a timely basis
- Maintain all records and supporting documentation neatly and accurately
- Analyze financial statements
- Review and handle modifications and amendment requests
- Maintain close relationships with customers by periodic visits of no less than twice a year
- Ensures compliance with Fair Lending, CRA and HMDA requirements
- Meet and exceed goals of reducing criticized assets in accordance with regulatory requirements and Board goals
- Assist in the correction of all Formal Agreement Articles and MRA's which may result from regulatory examinations
- Tests loans to measure and control concentration risk
- Obtains borrower financial statements on a timely basis
- -Responsible for collecting past due balances

Salary based on experience: Range \$100,000.00 - \$140,000.00 per year