

JOB TITLE: CREDIT ANALYST

Location: Norwalk

Type: Full-Time/ Non-Exempt

Position Summary:

Spread (Borrower and Guarantor, company and personal) financial statements, tax returns in Excel and Baker Hill for existing borrowers and new customers.

Qualifications Required:

- Bachelor's Degree in Business
- Basic Accounting Skills
- Proficiency in using Excel, Word, Outlook and other applicable software

Essential Functions and Responsibilities:

- Create new Excel spreading files for new Borrowers
- Prepare and/or update Debt Service Models in Excel
- Prepare written Credit Offerings, Credit Renewals, and Financial Discussions, per Loan Officer Request
- Gather current loan information on existing Borrowers from DNA/Core
- Review current credit files and shared computer drive for receipt / status of updated financial statements, per Loan Officer Request
- Request updated financial statements from Borrowers, per Loan Officer Instruction
- Communicate with Borrowers re: details and questions on financial statements, per Loan Officer request
- Request updated credit reports, as needed for Credit Offerings
- Receive financial statements, and save to virtual file room
- Develop strong knowledge of bank services and products