

JOB TITLE: CREDIT MANAGER

Location: Norwalk, CT

Type: Exempt/40 hours

Position Summary:

Responsible for the daily management of the credit analysts, workflow of the credit department, ensuring accurate, consistent and timely credit analysis of commercial obligors and for reporting to ensure timely portfolio monitoring. Prepare underwriting analysis and/or reviews for the most complex new or existing extensions of credit. Spread financial statements and/or tax returns for analysis, prepare analysis schedules, prepare or review collateral evaluations and review customer due diligence for red-flags for existing borrowers and new customers.

Qualifications Required:

- Undergraduate degree in Accounting, Finance or related field or equivalent work experience, including two accounting courses, one finance course and two economic courses at a minimum.
- Formal Credit Analyst training program or equivalent.
- Expertise with bank systems and analysis tools, such as financial statement spreading software.
- Working knowledge and understanding of Commercial and Consumer loan documentation and of third-party due diligence, such as real estate appraisals and environmental reports.
- Proficiency in MS Office software, including ACCESS, WORD, Excel and Outlook.
- Minimum of seven years' experience in commercial lending, credit analysis and/or portfolio management, including direct customer contact.

Qualifications Desired:

- Advanced related training, such as an MBA and/or Credit Risk Certification
- Prior credit approval authority and experience
- Experience in the management and training of analytical staff

Essential Functions and Responsibilities:

- Supervise Credit Analysts in creation of financial spreads, cash flow models and preliminary credit offering presentations
 - ◇ Prepare performance evaluation and assessments, monitor and approve time off
 - ◇ Coach and mentor credit analysts
 - ◇ Provide training to the credit analysts, directly or indirectly with outside resources
 - ◇ Develop and manage credit department workflow to ensure timely and accurate delivery of analyses
 - ◇ Ensure staff are knowledgeable of and operate within the applicable regulatory and compliance guidelines, policies & procedures
 - ◇ Ensure staff complete required compliance attestations/training within required timelines

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- Serve as the primary technical resource in identifying and explaining financial and accounting issues to analysts and lending staff as appropriate
- Facilitate the preparation of credit underwriting and analysis of new and existing Bank relationships, including renewals and modifications
 - ◇ Ensure consistent approaches are applied, with deviations well supported
 - ◇ Develop and maintain analysis and underwriting procedures, including those related to the use of software
 - ◇ Administer spreading software, develop and implement standard analysis schedules to ensure consistent and appropriate financial analysis.
- Underwrite or review the most complex credit exposures
 - ◇ Gather current loan information on existing Borrowers from CORE DNA
 - ◇ Spread statements, prepare analysis schedules and prepare Offering/Review memoranda
 - ◇ Identify and request any missing or additional necessary information from either the Loan Officers/ Portfolio Managers or directly with the Customer/ Prospects
 - ◇ Recommend credit structures consistent with use of funds, repayment of funds and collateral
- Understand changing market conditions and remain knowledgeable of relevant industry issues
- Co-ordinate with the Senior Credit Officer to ensure timeliness of workflow and prioritization in accordance with Bank strategy
- Serve as Management Loan Committee Recording Secretary, ensuring accurate minutes of each meeting, compiling signatures of approvers and ensuring record keeping of the same

Salary Range: \$100,000-\$130,000