

JOB TITLE: CREDIT ANALYST I

Location: Norwalk

Type: Full-Time/ Non-Exempt/Non-Officer/One Day Remote

Position Summary:

Spread (Borrower and Guarantor, company and personal) financial statements, tax returns in Excel and Baker Hill for existing borrowers and new customers, perform financial analysis and assist lending staff as needed.

Qualifications Required:

- Bachelor's Degree in Business, including: Two Accounting Courses/One Finance Courses/Two Economic Courses
- Four plus years' experience as a Credit Analyst
- 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, save in virtual File Room

Salary Range: \$55,000-\$75,000 annually