



VERABANK JOB DESCRIPTION

JOB TITLE:	Credit Analyst I
DEPARTMENT:	Credit Administration
DIRECT SUPERVISOR:	Credit Underwriting Manager
DEPARTMENT SUPERVISOR:	Chief Credit Officer
FLSA STATUS:	Non-Exempt
DATE:	September 2, 2022

JOB PURPOSE

Responsible for analyzing all types of credit information. Prepares complete loan packages independently for mid-size to large loans, completes all documents, including projections, prepares analyses and makes appropriate recommendations.

DUTIES AND RESPONSIBILITIES

- Complete spreads, grades, and annual reviews as assigned.
- Underwrite the majority of loan requests below <\$750M and prepare spreads, grades, and credit worksheets accordingly.
- Assist in the underwriting of loan requests between \$750M and \$1MM, which would also include preparation of brief narrative and analysis.
- Assume primary responsibility for loan agreement review and exception tracking.
- Train under mentorship of credit management. External trainings, webinars, and other assessments may also be assigned for required successful completion.
- Attend loan committee and other departmental meetings as required.
- Other credit administration duties as assigned.

CONTACTS

Daily contact with direct supervisor and loan officers, as well as frequent contact with Chief Credit Officer and Chief Credit Approval Officer. Occasional contact with bank customers to request information and auditors to review credit quality.

REQUIREMENTS

1. Bachelor's Degree in Finance or Accounting, or equivalent experience.
2. Knowledge of personal computer and related word processing and spreadsheet software.
3. Detail oriented.
4. Excellent oral and written communication skills.
5. Excellent organizational and analytical skills.
6. Excellent customer service skills.
7. Self-starter and ability to be assertive and arrive at sound business decisions.
8. Excellent time management skills, including the ability to prioritize and complete multiple time-sensitive projects by required deadlines.

PREFERRED REQUIREMENTS

1. Familiar with the bank’s core accounting system.
2. Comprehensive knowledge of banking rules and regulations.
3. Ability to work independently and as a team with excellent time management skills.
4. Knowledge of various banking departments.

PHYSICAL REQUIREMENTS

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment.

NOTICE

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee

Manager

Date

Date