

Small Business Underwriter/Credit Analyst The Progress Fund

Are you ready to use your small business underwriting and credit analysis skills in a new and interesting way? If you're looking for a career where you can help small business owners, we want to hear from you. We need a Small Business Underwriter/Credit Analyst that knows how to underwrite in the traditional sense, but has the ability to think outside the box.

Our main office is located in Greensburg, PA with a new office opening in Pittsburgh, PA.

We work with new and expanding businesses in the growing tourism industry in and around Pittsburgh, Pennsylvania. Our service area includes 40 counties in Pennsylvania, 3 counties in western Maryland, and all of West Virginia. Our borrowers are restaurants, small hotels, B&Bs, campgrounds, wineries, rafting companies, bicycle shops, outdoor sports retailers, golf courses, manufacturers and more. Most banks can't help these businesses, but we have a proven track-record of success in financing this exciting industry. Visit our website www.progressfund.org to learn more.

Responsibilities:

Credit Analysis

The Small Business Underwriter/Credit Analyst underwrites the loan and presents the loan to TPF's Loan Committee. Specific duties include:

- Prequalify borrowers for financial strength, commercial viability, and the job creation goals of our organization
- Analyze prospective borrower's financial information including income statements, balance sheet and cash flow statements
- Analyze prospective borrower's credit quality
- Analyze collateral quality and perform site inspections to assess collateral
- Determine the viability and the cash flow of the business for loans ranging from \$25,000 to \$1,000,000
- Identify risks and mitigants to cash flows and negative aspects of loans and collateral, and review significant issues with management
- Analyze financial reports, business plans, projections, sensitivity analyses, and industry information
- Analyze third-party reports and appraisals, and obtain missing documentation as needed
- When advantageous to The Progress Fund:
 - Propose and negotiate financial packages with other lenders including commercial banks and economic development practitioners
 - Prepare loan applications for borrowers to access Pennsylvania's various business loan programs
 - Prepare loan guarantee applications to government agencies including Pennsylvania's First Industries Guarantee Program and the SBA

- Work directly with Commercial Loan Officers to generate approval documents and help to protect the quality of TPF's loan portfolio
- Present proposed loans to an internal Loan Committee after performing full due diligence and underwriting
- Other duties as assigned

Loan closing and long-term oversight

The Small Business Underwriter/Credit Analyst assures that all terms and conditions are met and documented to the protection of TPF. Following duties include:

- Assist Commercial Loan Officers with commercial loan monitoring and review
- Maintain periodic communications with clients to monitor the financial health of the borrower and their needs for future borrowing
- If the loan becomes distressed, be the point of contact for necessary communications and collection actions by TPF

Qualifications:

Applicants should meet the following qualifications:

- Bachelor's Degree or equivalent related business experience
- Three or more years of experience in small business lending, business finance or economic development in either the private sector or a nonprofit organization
- Demonstrated commercial underwriting experience, including performing due diligence, analyzing financial statements and identifying risks & mitigants
- Knowledge of the financial issues facing small businesses and appreciation for the opportunity to help entrepreneurs that are the clients of TPF
- Knowledge of credit analysis and loan review concepts
- Strong financial analysis skills
- Problem solver with a positive and open-minded attitude
- Approachable and responsive personality
- Able to work independently
- Accountable to work deadlines while coordinating tasks with other staff
- Excellent organizational skills, attention to detail and follow through
- Strong written and verbal skills
- Comfortable with modern office technology
- Ability to travel occasionally overnight, position requires personal vehicle

Compensation:

TPF will offer a competitive salary based on experience and skills, as well as an excellent benefits package including health benefits, 401(k) savings plan with employer match, annual and sick leave.

How to Apply:

Please mail or email resume with cover letter and salary requirement to:

Human Resources

The Progress Fund

425 W. Pittsburgh Street

Greensburg, PA 15601

kpost@progressfund.org

The Progress Fund is an Equal Opportunity Employer. TPF does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job related disability, or status as a veteran.