



## Commercial Loan Analyst

CEFCU is currently searching for a qualified and experienced Commercial Loan Analyst to be responsible for the daily operations of the credit union's member business loan (MBL) portfolio. The qualified candidate will also assist with our in-house residential loan quality control program.

The main duties and responsibilities of the position are:

- Facilitates communications and document exchange between lead lenders and the Credit Union.
- Presents participation loan opportunities to Vice President Real Estate Lending and Business Loan Committee.
- Performs annual Financial Statement analysis and risk grading of member business loans (MBL).
- Communicates with lead lenders about non-compliant MBL borrowers for annual financial statements.
- Receives MBL funding information, reviews closing figures for accuracy, disburses loan funds, and prepares wire information for wiring to the lead lenders.
- Reviews MBL files to ensure compliance with MBL policy and/or established underwriting guidelines for member business loans.
- Audits MBL files for completeness and ensures contents are organized in a proper format.
- Monitors MBL portfolio loans and their compliance with annual submission of financial statements.
- Processes and maintains records of MBL payments and payoffs.
- Assembles and distributes monthly reporting for Participation/MBL Committee.
- Assures compliance with origination guidelines and servicing requirements to protect the Credit Union against unacceptable risk; to guard against errors, omissions and fraud; and to assure swift and appropriate corrective actions by monitoring and evaluating the integrity of the origination process and to provide feedback to the organization about its loan originations.
- Maintains up-to-date information on the Credit Union's internal requirements as well as the requirements of private mortgage insurers, Secondary Market mortgage investors and the NCUA (National Credit Union Association), and reviews the loan files to ensure each entity's guidelines are met.
- Monitors the mortgage loan origination staff for understanding of, and adherence to fair lending, determining that fair lending policies are being consistently applied, and that underwriting guidelines are applied consistently to each borrower when originating real estate loans.
- Ensures compliance with applicable laws, ordinances, and regulations.
- Performs pre-funding reviews prior to closing to evaluate the quality of mortgage compliance, loan origination, processing and underwriting.
- Looks to identify patterns of early default by location, program, loan characteristic, appraisers, loan officers, processors, underwriters, etc.
- Performs post-closing reviews to verify the existence and accuracy of the documents associated with the file, evaluates the underwriting decisions associated with the mortgages, determines where additional training for staff may be needed, discovers errors and omissions as well as intentional violations of rules, identifies necessary changes in processes and procedures, and assesses whether mortgages conform to the underwriting requirements and guidelines of the Credit Union.



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- Provides back-up support to the Real Estate Quality Control Representative in reporting quality control findings to senior management on a monthly basis.
- Works with management to develop recommended solutions to problems uncovered in quality control reviews after identifying the root cause of the problems, such as one-on-one or group training, or changes to specific processes or policies.

The qualified candidate will meet the following requirements:

- High school diploma or equivalent.
- Six months of similar or related experience. Real estate commercial lending and underwriting strongly preferred.
- Knowledge of General Accepted Accounting Practices preferred.
- Working knowledge of various Microsoft Office computer programs.
- Working knowledge of the credit union's core operating system, Fiserv, strongly preferred.
- Ability to read, comprehend, and write simple correspondence.
- Ability to develop effective working relationships with all staff at all levels.
- Excellent verbal and written communication skills in English.
- Excellent time management skills, well organized, detail oriented and able to manage multiple priorities.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to uphold confidentiality standards and exercise discretion and good judgment.
- Must be bondable by the credit union's insurance agency.