

Position Available: Junior Financial Analyst / Mortgage Loan Processor

GENERAL JOB DESCRIPTION OF FULL-TIME JUNIOR FINANCIAL ANALYST / MORTGAGE LOAN PROCESSOR:

Preparation of financial analysis for business and consumer purpose. Emphasis on learning credit analysis of business and personal tax returns, income statements, balance sheets and cash flow analysis for credit purposes. Knowledge of Sageworks software is a plus.

Assist in credit support for lending team, including preparation of loan documents, loan administration, customer correspondence. Process and close consumer and commercial real estate loans. Review notices and other documents as needed, monitor exceptions and other loan administration functions. Loan processing experience is preferred.

Performs other duties as assigned.

Proficiency in computer skills such as email, Excel, Word, Teams, etc. is requested. Understands and follows departmental standards. Adheres to and assists in advancing new banking solutions as necessary.

Follow the Bank's established policies and procedures relating to Loan/Credit Policy and Customer Information Security and is expected to be knowledgeable of loan product offerings. The position requires regularly working with confidential bank and customer information.

Primarily work in a small team but must be effective at communicating with coworkers in all departments.

Excellent verbal and written communication skills and customer service attitude skills. Excellent understanding of customer needs and impact of support related to work. Ability to prioritize multiple tasks and responsibilities while maintaining a high level of service. Highly effective at working in a fast-paced, dedicated team. Ability to work cohesively with all departments as needed.

A great work environment for professional development. Training is provided in this position, a self-driven, analytical mindset is a plus. Accounting or bookkeeping background would be beneficial.