

Senior Commercial Loan Officer - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Understands, to a large degree, the nature and principles of business success including the need for clients/customers; location; cash flow; inventory management; receivables management; production dynamics; human resource management, marketing, financial management

Knows how to analyze a normal business operation: financial statement, cash flow report, financial proforma, business plan document, production variables, inventory management, space utilization,

Understands the role of finance in the success of a contemporary business operation: cash flow management, long and short term financing, equity, retained earnings, profit/loss consequences, projected cash generation to service debt

Understands and can apply contemporary commercial lending techniques to secure the financial institution's interest in a commercial loan

QUALITY OF WORK:

The quality of work will be judged by the quality and success of the overall loan portfolio under the direction and control of the Senior Loan Officer: Specifically, delinquency ratio; proper documentation; liens of any nature properly prepared, filed and recorded

The thoroughness of loan processing: complete and comprehensive loan application; thorough investigation of facts -- borrower's strengths, weaknesses, threats and opportunities; independent reports to assess the likelihood of repayment as scheduled.

QUANTITY OF WORK:

Number and dollar amount of commercial loan applications processed -- received, approved, deferred, declined -- within a given period of time

Commercial loan inspection work completed within a given period of time: visits to borrowers businesses; actual physical inventories taken; financial statement analysis and summary reports; adjustments processed to limit/extent credit arrangements; meetings with principals of borrower companies; analysis of business trends for each borrower to assess potential loan deterioration/collection problems

COOPERATION/RELATIONSHIPS:

Maintains a professional relationship with key contacts of all business to whom the financial institution has extended commercial credit, in any form

Cooperates with, and builds sound relationships with all internal departments to ensure commercial loan customer activity is given the same priority as natural person customers

Builds a network of contacts within the commercial lending community and shares information with contacts to protect the business and commercial interests of the financial institution

Attends meetings of business organizations (i.e., Chamber of Commerce, Commercial Lenders Association, etc.) to keep abreast of trends and developments in the commercial lending field