

Commercial Loan Officer - Job Standards

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

KNOWLEDGE OF WORK:

Verifies details of the requisites for business survival: location; cash flow; inventory management; receivables management; production dynamics; human resource management, marketing, financial management

Analyzes business operation to support loan applications: financial statement, cash flow report, financial proforma, business plan document, production variables, inventory management, space utilization, and writes summary reports on findings to support credit granting recommendation

Analyzes the role of finance in the success of business operations to determine credit worthiness: cash flow management, long and short term financing, equity, retained earnings, profit/loss consequences, projected cash generation to service debt

Understands the organization's mission, goals and lending philosophy and can apply policies to commercial lending situations

QUALITY OF WORK:

The quality of work will be judged by the quality of the commercial loan portfolio: 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

FOLLOW UP AND CONTROL:

Maintains the schedule for receiving data from commercial borrowers: financial statements, inventory reports, cash flow reports, auditor's reports, and other reports and data called for in the lending agreement between the organization and borrower

Follows up with borrower to assess reasons for delay in submitting data, and may suspend lending privilege pending receipt of appropriate data

Maintains rigid control over scheduled disbursements and lump-sum repayments to ensure all inspections have been completed, security instruments filed, documents executed, before funds are disbursed