



Position: Credit Analyst

FLSA Status: Non-Exempt

Date: 3/10/17

Grade: Credit Analyst I

Position Summary: Responsible for analyzing commercial relationships through the writing of credit memos, maintaining credit files, and maintaining updated financial information on commercial customers. Responsible for the performance of, but not limited to the below listed duties:

Duties / Responsibilities:

- Assist in the preparation of annual loan reviews for the Commercial Department
- Assist in the preparation of officer memos for new and renewal loan requests
- Assist in the spreading of business and personal financial information
- Assist in the preparation of commercial/credit reports
- Help maintain efficient standards and participate as a team player of the department
- Responsible for complying with Bank Policies and Regulations including BSA policies and procedures
- Other duties as assigned

Job Education & Experience:

- Bachelor's degree in accounting or finance preferred
- Relevant computers skills including Excel and Word

Job Competencies:

- Strong written and verbal communication skills
- Honesty and integrity
- Aptitude for figures
- Accuracy and attention to details
- Ability to type
- Stress tolerance
- Ability to prioritize
- Pleasant personality
- Sensitivity to timelines

Qualified applicants may contact Susan Wilson swilson@bankpfb.com for more information