

## **JOB POSTING FOR GEORGIA PRIMARY BANK CREDIT ANALYST POSITION**

Georgia Primary Bank, a Buckhead (Atlanta) based commercial bank, is seeking a qualified credit analyst to support its lending team. The analyst's primary responsibility will be to assist commercial bankers by underwriting CRE and C&I loans. The underwriting includes compiling, reviewing and analyzing financial data as well as preparing credit packages. This will be done on new loan requests, renewals, and periodic reviews of existing relationships. The analyst also assists the Chief Credit Officer in the overall administration of the credit department.

Major duties include:

- Assisting loan officers in preparing loan packages for approval;
- Collecting information from borrowers;
- Performing reviews of existing relationships;
- Assisting in the structuring of various types of credits;
- Assisting the Chief Credit Officer with administrative functions such as the loan loss reserve, concentration reports, and preparation of meeting minutes.

A thorough understanding of cash flow analysis is essential. Additionally, the candidate must be proficient with Microsoft Word, Excel, and Outlook, possess excellent verbal and written communication skills, be detail oriented, and be able to work with minimal supervision.

The ideal candidate will have a college degree in finance or accounting, training in credit analysis, and a minimum of 3-5 years of experience as a credit analyst in a commercial bank.

Qualified candidates should submit their resumes to [james.lebow@georgiaprimarybank.com](mailto:james.lebow@georgiaprimarybank.com).

Georgia Primary Bank is an Equal Opportunity Employer.