

Credit Analyst II

First Landmark Bank

First Landmark Bank has an immediate opening for a **Credit Analyst II**. The Credit Analyst II assists the Commercial Bankers by underwriting loans. This analysis 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.

Major duties include:

- Analyze financial information and prepare loan packages.
 - Work with Commercial Bankers to collect information from borrowers.
 - Organize and prepare loan packages for approval.
- Perform reviews of existing relationships.
 - Work with Commercial Bankers to collect information from borrowers.
 - Prepare review package for presentation
- Assist Senior Credit Officer with administrative functions.
 - Prepare past due, maturing loan and other reports.
 - Monitor collateral

Other Required Skills and Abilities:

- Requires demonstrated proficiency in the use of computers, especially Excel, as well as Word and Outlook
- Requires a very detail oriented person
- Must possess excellent organizing and planning skills
- Must have excellent communication skills both verbal and written
- Requires the ability to work with minimal supervision
- Requires demonstrated ability to maintain confidentiality
- Requires excellent interpersonal skills to communicate clearly and concisely with clients

Minimum qualifications: College Degree required - Accounting/Finance degree preferred.

4 to 5 years previous experience in banking preferred. Preferred to be with a community bank, but not required). Experience in the commercial loan department also a plus but not required.

First Landmark Bank is an Equal Opportunity Employer committed to diversity in the workplace. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, sexual orientation, gender identity, national origin, disabled or veteran status.

Benefits include medical, dental, life insurance, 401(k), flexible medical spending account, paid accrued vacation, and sick time. Please send your resume with salary history and requirements to lpharr@firstlandmark.com or fax resume to 770-919-1570.