



WBD Credit Analyst Positions - Overview

Credit Analyst I

Under direct supervision, provide credit analysis and underwriting for small business loans for WBD, Inc. Work with WBD loan officers to analyze business information and prepare credit presentations for loan committee review with assistance from Department Manager and other Senior staff. Prepare SBA loan application packages (504). As needed and trained, may assist with loan closing, and perform other loan services for small businesses and banks.

Credit Analyst II

Under general supervision, provide credit analysis and underwriting for small business loans for WBD, Inc. Work with WBD loan officers to analyze business information and prepare credit presentations for loan committee review. Prepare SBA loan application packages (504 and 7(a)). Assist with loan closing, and perform other loan services for small businesses and banks. Coach other staff in the performance of these tasks and assist in training. Credit Analyst II relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks.

Senior Credit Analyst

Under limited supervision, provide credit analysis and underwriting for small business loans for WBD, Inc. Work with WBD loan officers to analyze business information and prepare credit presentations for loan committee review. Prepare loan application packages (regular 504, refinance 504 and 7(a)), assist with loan closing, and perform other loan services for small businesses and financial institutions. Coach other staff in the performance of these tasks and assist in mentoring/training. Senior Credit Analyst relies on broad experience and judgment to plan and accomplish goals to perform a variety of tasks.

Education and Experience: Bachelor's Degree in business field, accounting preferred. Experience and knowledge with banking laws, regulations, policies and practices preferred (required for upper levels).

Professional Attributes Required:

- Must have solid analytical skills.
- Effective interaction and collaborative skills and demonstrate a positive, welcoming and professional manner in person and on the telephone.
- Effective written and verbal communication skills. Must have good grammar, spelling, and punctuation.
- Excellent time management skills (handle multiple priorities simultaneously).
- Competent in MS Office and Excel spreadsheets.
- Detail-oriented with good organizational skills.

What we offer:

- Competitive pay
- Incentive bonus program
- Health, dental, vision, life and disability insurance
- 401k w/employer match
- Generous PTO policy
- Flexible work arrangements for trained personnel

WBD is one of the nation's most successful Certified Development Companies, a mission-driven organization assisting businesses in gaining access to capital in order to grow, create jobs and build their communities. Since 1981, WBD has provided nearly \$3 Billion in financing to thousands of businesses and currently has a commercial portfolio of over \$800 Million.

Please submit cover letter with resume to hr@wbd.org.

Job Type: Full-time

COVID-19 considerations: CDC guidelines are followed.