

LOAN OFFICER, SENIOR

KIND OF WORK

Advanced, professional, commercial loan financing work.

NATURE AND PURPOSE

Under administrative direction, investigates, analyzes, originates and monitors complex commercial loans to insure that state funds are properly and effectively invested in a manner which will aid economic development and is in accord with state and federal laws and rules; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Maintains loan portfolios on qualifying firms by updating activity comments, monitoring loan repayments, maintaining visitation schedules, preparing documentation for loan closings, etc. so that all financial commitments are kept current.

Analyzes business financial statements to determine the collateral sufficiency, project viability, etc., of firms applying for business or energy loans.

Structures commercial loan packages for various loan programs so as to allow businesses the opportunity to meet its projected debt service.

Completes a variety of complex legal documents (e.g. contracts, repayment agreements, subordination agreements, etc.) pertaining to loans and bonding authority to insure that document content and its format is acceptable to the Office of Attorney General.

Interprets laws, rules, regulations and standards regarding business and energy loans to inquiring firms, and provides technical assistance in the completion of applications or provides alternative financing resources when state programs would not be available so the involved company is given assistance and guidance if necessary.

Works with bond councils, State Attorney General staff, and interested parties regarding the issuance of Industrial Development Bonds to insure the approval and allocation process is properly administered.

Consults with and advises agency staff on Commercial Loan/Industrial Bond matters in order to exchange information, to explain the nature and impact of particular problems, and provide input to management decisions affecting policies or programs.

Prepares and delivers oral and written presentations to authority boards regarding recommended loan approvals, and responds to questions from board members as necessary so the involved company's interests are properly represented.

Trains new loan officers in specific work tasks, practices and procedures of commercial loan processing so as to improve and maintain the performance levels of these employees.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Accounting principles and practices sufficient to understand business financial statements and records and to assist clients in improving their practices.

State and federal government laws and rules sufficient to make determinations regarding loan feasibility and to perform closings on all commercial, real estate and tax-exempt loans.

State and federal government and private sector lending practices and financing programs and their qualifying criteria sufficient to restructure and package financial assistance in the most effective manner.

Credit and collection principles and practices sufficient to understand and provide technical assistance regarding the methods and procedures of clients, and to insure that clients adhere to all conditions of the loan agreements.

Forecasting trend analysis sufficient to determine viability of a business or its plans and projections, particularly in comparison to industry averages.

General office and business management practices sufficient to understand and provide technical assistance regarding the methods and procedures of clients.

Ability to:

Accurately complete a variety of complex legal documents pertaining to loans and bonding authority.

Structure loan documents to qualify for various loan programs and to allow a business to meet its projected debt service.

Organize loan documents in an order which will permit expeditious review by the appropriate loan authority board in a loan closing.

Develop and maintain positive working relationships with agency staff, federal agencies, private financing institutions, clients and their representatives, and officials of other state agencies.

Analyze business financial statements (e.g. cash flow, debt service and projected earnings) to determine collateral sufficiency, project viability, etc.

Prepare and deliver oral and written presentations regarding loan recommendations and to defend recommendations as necessary.

Identify problems regarding loan applications or projects and to develop solutions to these problems where no precedent exists.

Negotiate with or persuade others in situations in which conflicts exist.

Est.: 01/85

Rev.:

T.C.:

Former Title(s):