



## **Pentucket Bank**

*Start with heart.*

### **TITLE: Credit Analyst**

In 1891, Pentucket Bank received its mutual charter and was open for business just one day a week in downtown Haverhill. Since our founding, we have been intentional about putting our mission to work. We build partnerships while we serve and lead within local businesses, organizations, and causes. It's how we help grow cities and towns into more vibrant and thriving places to live and work. As a community bank that exists to serve you, we see the possibility and potential all around us—and we are committed to strengthening community and helping you achieve whatever your heart is set on.

### **SUMMARY:**

Working alongside other analysts, commercial loan officers, and, at times, senior executives, the successful candidate will be trained to identify, monitor, and control credit risk in a commercial banking environment. This position is guided by a formal Credit Analyst Development Program in which participants are trained to become adept in essential loan portfolio management functions. This will include exposure to various cash flow models and applications, and will involve applying basic concepts from accounting, finance, and economics. Day-to-day tasks include financial spreading and analysis, credit underwriting, covenant testing, and occasional special projects. This position is an excellent foundation for careers in credit risk management, commercial lending, loan underwriting, and other areas of banking.

### **DUTIES AND RESPONSIBILITIES:**

- Utilize the bank's statement spreading software program to summarize financial statements.
- Evaluate proposed credit transactions and assess borrowers' operating trends and projections.
- Document and mitigate credit risk by analyzing operating cash flow, EBITDA, collateral, profitability, margins, and industry factors; review and assign credit risk ratings
- Prepare written credit write-ups documenting key findings and recommendations for senior managers.
- Collaborate with other analysts, loan officers, and loan assistants to renew and review existing loans ensuring consistent improvement in credit quality and loan performance.
- Track progress via the bank's CRM system and other pipeline reports.
- Provide other administrative support and attend periodic seminars, training, and bank events when necessary.

**SUPERVISORY RESPONSIBILITIES:** This position does not have supervisory responsibilities.

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in accounting, finance, business, or a related field.
- Working knowledge of financial statements (income statement, balance sheet, statements of cash flows and retained earnings).
- General knowledge of financial ratios, assets/liabilities, and accrual versus cash basis accounting.
- Related internship experience a plus.

### **TECHNICAL SKILLS, TRAININGS, OR CERTIFICATIONS:**

- Proficiency with Word and Excel
- Strong desire to work in commercial banking, particularly within a community bank environment.
- Excellent verbal and written communication skills and attention to detail; the ability to present clear, concise, and well-written recommendations that can be presented to senior management.

- Decision making and problem solving skills; makes decisions in a timely manner using a mix of analysis and judgment to solve difficult problems with effective solutions.
- Effective time management; focuses on priorities, completes tasks on time, and updates colleagues regarding progress and potential concerns.
- Able to work both independently and in a team while handling confidential information.
- Bilingual is a plus

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly seated at his/her desk. The employee frequently pulls files from the Loan Servicing area and may be called upon to move a large number of files which can be quite heavy. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low.

**PENTUCKET BANK'S JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I acknowledge that I have received a written copy of the job description Credit Analyst as set forth by Pentucket Bank. I understand the essential duties, responsibilities, and standards that are required of me in this position.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_