

Position: SBA Credit Underwriter
Location: Chicago, Illinois
Wage/Salary: \$54,285.00 - \$66,500.00 annually
Hours: 40 hours per week, Monday through Friday. (No fixed schedule, the hours vary upon bank needs.)

To apply: Visit the employment section of our website at: www.homestarbanc.com to fill out our online application.

Position Summary: Perform complete loan underwriting analysis and documentation suitable for obtaining a credit decision.

The listings below are intended to describe the general content of basic requirements of this job. It is not intended as an all-inclusive description of duties, responsibilities or requirements.

Principal Duties and Responsibilities:

1. Perform Small Business Administration (SBA) audit-quality review and approval of loan application and submission documentation (912/1919, citizenship, ownership, and other eligibility) at time of underwriting for full compliance with SBA 7(a), 504 and USDA loans, Bank credit standards, and feasibility of the proposed transaction(s). Utilize appropriate checklists and file system tools, communicate any deficiencies with team members, and issue appropriate letters and communications to drive the underwriting process.
2. Determine loan request's eligibility in terms of the Bank's policy and guidelines as well as the SBA's Standard Operating Procedure (SOP). Structure transactions in order to meet Bank's guidelines and the appropriate SBA/USDA loan program.
3. Communicate with borrowers, internal/external sales and referral sources, and team members. Speak with applicant/borrower to determine the knowledge and acceptability of the applicant.
4. Generate a written Credit Approval Memorandum reflecting a full underwriting of the proposed transaction meeting SBA/Bank standards for approval within 5 days of receipt. The completed analysis includes but is not limited to:
5. Financial analyses of borrowing entity, any corporate guarantors and/or affiliates, and principals in the transaction.
6. Analysis of bids and contracts, plans and/or drawings, for construction projects accounting or all hard and soft costs, feasibility, etc.
7. Description of the industry, business history, demographics, management experience and competition;
8. SBA and/or USDA compliance.
9. All credit reports, UCC searches, CIP, OFAC, and other necessary documentation for accuracy, compliance, and acceptability for SBA guaranty and Bank compliance with regulators.
10. The loan request's conformance to the Bank's credit policy.
11. Assemble complete and accurate loan committee packages and work with management for presentation to the Bank's loan committee when needed. Prepare to discuss or participate in the presentation of all loans.
12. Prepare and forward all letters of approval or declination in accordance with internal processes.
13. Review, and approve third party reports including commercial and residential appraisals, environment reports, business valuations, site visits, and equipment appraisals in accordance with Bank's/SBA standards for compliance, using Bank forms when applicable.

14. Provide for the accurate reporting of all loan updates and status changes within Bank's loan processing, platform systems, with at least weekly updates to include comments, status and completion of tasks in Bank's software. Take training courses as offered regarding changes to the SOP (Standard Operating Procedure).
15. Work with the closing department to facilitate the closing of loan requests and handle credit-related issues as needed. Prepare timely modifications as needed to complete loan closing process, confirming approvals are in place (internal, SBA and committee) when required, and obtain necessary approvals.
16. Provide credit support and SBA processing as needed to perform annual financial analysis of loans in the portfolio as called for, and evaluate borrower servicing requests, loan modifications, workout, or routine. Work with loan servicing to perform annual financial analysis of loans in the portfolio as needed.
17. Maintain expertise in government guaranty loan programs (SBA 7(a), Express, and USDA) including changes to the programs implemented by the governing agency. Attend training as offered regarding program and/or procedural changes to the SOP (Standard operating procedures).
18. Prepare file for long-term storage by organizing the pertinent information in the credit file.
19. Responsible for adhering to all applicable laws and regulations including the Bank Secrecy Act.
20. Achieve annual referral expectations for the Bank.
21. All other duties as assigned.

Education and Experience Requirements:

1. An undergraduate degree in business, finance, accounting, or a related field or an equivalent combination of training and experience.
2. A minimum of 2-4 years related experience in SBA credit underwriting preferred; or at least 5 years of complex commercial credit underwriting and/or specialty lending experience.
3. A minimum of 1-2 years related experience in SBA lending.

Skills and Abilities:

1. Strong working knowledge of GAAP accounting.
2. Strong working knowledge of credit underwriting with formal bank credit training preferred.
3. Strong documentation knowledge including the ability to analyze and approve leases, purchase contracts, trust documents and other applicable paperwork.
4. Strong problem solving/negotiation skills and a broad understanding of all aspects of credit with the ability to balance client accommodation with the best interests of the lender.
5. Strong credit and underwriting skills analysis including cash flow, balance sheet, financial ratio, industry analysis, etc. with an understanding of Bank's credit profile, credit policies and risk management objectives.
6. Excellent verbal, written, and interpersonal communication skills.
7. A team player able to work effectively in a team fostered, multi-tasking environment.
8. Proficient in Microsoft Office suite, e.g. Excel, Word, Outlook.

Physical Requirements:

1. Computer use up to 7 hours a day
2. Lifting of weights up to 20lbs

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