

First Bank of Highland Park

Date	1/11/2019	Requisition Number	2019 - 03
Position	Documentation Analyst		
Department	Lease Finance		
Reports To	Executive Vice President/Commercial Banking, Large Corporate & Lease Finance		
Basic Function	Responsible for scheduling, documentation review and funding of Lease transactions.		
Essential Duties	<p>Lease transaction preparation:</p> <ul style="list-style-type: none"> • Review standard lease documentation • Prepare lease package for funding • Resolution of various lessor issues and inquiries • Maintain Lease files <p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Create and maintain various reports • Other duties as assigned 		
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Tact and diplomacy in dealing with Lessor clients • Strong verbal and written communication skills • Detail oriented and strong organizational skills • Knowledge and understanding of lease documentation 		
Training & Experience	<ul style="list-style-type: none"> • Para-legal or equivalent experience • College degree preferred • Microsoft proficiency • 5 years previous banking experience • Previous loan documentation experience • Additional training/education helpful • Fiserv application helpful 		
<p><i>To Apply: Send email with attached resume to careers@firstbankhp.com. Please reference Job Code 2019 - 03.</i></p>			

Website Job Posting