

First Bank of Highland Park

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|--|---|---------------------------|-----------|
| Date | 4-1-2019 | Requisition Number | 2019 - 12 |
| Position | Credit Analyst | | |
| Department | Lease Finance Group and Large Corporate | | |
| Reports To | Executive Vice President/Commercial Banking, Large Corporate and Lease Finance | | |
| Basic Function | Provide credit support for Lease Finance and Large Corporate departments | | |
| Essential Duties | <p>Deal Origination</p> <ul style="list-style-type: none"> • Convert financial statements into bank’s standard template • Search the U.S. Securities and Exchange site for company filings to obtain information on loan pricing, syndicate group, changes in company’s leadership and company announcements • Access syndication websites (e.g., SyndTrak, DebtX, Intralinks, etc.) to print information as requested by the underwriter and/or EVP • Update Large Corporate prospecting database to identify bank groups, loan maturity dates, company ratings, etc., to be used as a marketing tool to identify potential new business opportunities • Research prospect companies for meaningful information regarding finances, management and latest company trends to determine if the Bank should provide financing, including accessing and synthesizing information from research reports, e.g., Standard & Poor’s, Moody’s, Value Line, etc. <p>Deal Booking</p> <ul style="list-style-type: none"> • Review loan documentation to determine covenant and reporting requirements to create ticklers on the bank’s tracking system <p>Deal Maintenance</p> <ul style="list-style-type: none"> • Update financial statement “spreads” • Monitor covenant and reporting compliance, creating reports to identify unusual trends • Review monthly Tickler Past Due reports <ul style="list-style-type: none"> ○ Contact appropriate source to obtain past due information ○ Notify relationship manager of non-response to or challenges in doing so <p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Other duties as assigned | | |
| Knowledge, Skills & Abilities | <ul style="list-style-type: none"> • Detail oriented • Knowledgeable about financial statements and how income statements, balance sheets and cash flow statements relate, including footnotes • Excellent research and analytical skills and the ability to synthesize complex and diverse information • Very good communication skills, both verbal and written • Capable of working independently and on a team • Proficient computer skills, Microsoft Suite, especially Excel | | |
| Training & Experience | <ul style="list-style-type: none"> • Bachelor's degree with an accounting concentration or equivalent • 2+ years’ experience preferred • CPA preferred | | |
| <i>To Apply: Send email with attached resume to</i> | | | |

Website Job Posting

***careers@firstbankhp.com.* Please reference Job
Code 2019 - 12.**