

Credit Underwriter Job Description

Duties and Responsibilities:

- Responsible for underwriting commercial loans and preparing presentations
- Takes decision on credit applications under the supervision of senior underwriters
- Utilizes provided software to score credit applications
- Establishes rapport; maintains and grows important relationship within the portfolio
- Performs annual reviews
- Works with the credit administrator on policies and procedures
- Provides support for business developers on new customers
- Undertakes the analysis, evaluation, and underwriting of proposed credit facilities for customers and prospects
- Assesses credit opportunities; identifies key risks, and structures alternatives working with relationship managers and credit officers
- Responsible for preparing in-depth credit packages
- Responsible for conducting research on borrowers and industries
- Takes ownership of the credit process, making decisions in the best interest of the customer and organization
- Provides support to account officers on customer calls as needed
- Responsible for measuring covenants put in place within loan agreements, with a clear understanding of the effect and purpose of those loan covenants, and communicates the compliance of the borrowers to the relationship manager and chief credit officer as needed
- Completes annual reviews, modifications, extensions, renewals, and new loan requests for customers with minimal required changes from the credit approvers
- Analyzes more complex credits with assistance from senior department staff

- Applies experience with comparable credits to recommend appropriate covenants, terms, and conditions, and structure for a credit request
- Identifies policy exceptions within a credit request
- Discusses risk ratings and the rationale for the determination of acceptable credits with the relationship managers (RM) and credit approvers.

Credit Underwriter Requirements – Skills, Knowledge, and Abilities

- Education: Credit underwriters require a minimum of Bachelor's degree in Business, Finance, or Accounting
- Knowledge: They may require a minimum of 3 years of underwriting and analysis experience depending on the needs of the employer. They may also be required to have completed a formal credit training program, and it is also important that they possess the ability to comprehend complex commercial credits
- Communications skills: They require both oral and written communication skills to work with the lending and credit teams, relationship managers, credit approvers, etc.
- Interpersonal skills: They require the ability to develop and maintain internal and external relationships within their portfolio
- Research skills: They require the ability to conduct research into borrowers and industries to be abreast with factors that may affect profitability and the borrower's ability to repay loans.