

# Commercial Credit Manager

ESSA Bank & Trust is looking for an experienced Commercial Credit Manager to join our dynamic Commercial Loan team.

## Basic Qualifications

**Education/Training:** Bachelor's Degree in Business, Finance or related field normally required; specialized banking education/training.

**Skill(s):** Communicates clearly in English; proficient reading, writing, grammar, and mathematics skills; proficient interpersonal relations and communicative skills; proficient organizational and analytical skills; proficiency in all phases of commercial underwriting including credit and compliance calculation and testing; proficient knowledge of applicable lending laws and regulations related to commercial lending; proficient PC skills; demonstrated supervisory skills; visual and auditory skills.

**Experience:** A minimum of five (5) years' related experience normally required.

## General Responsibilities

- Responsible for managing Portfolio Credit Managers, the Bank's commercial loan underwriting and credit analysis functions and to ensure the ongoing management of credit risk.
- Performing underwriting and administration duties to support the commercial loan function.
- Implementing strategies to achieve goals assigned to the department as part of the Lending Division's annual operating plan.
- Ensuring the department's compliance with operating policies and procedures and outside regulatory requirements.
- Directly supervising assigned personnel.
- Communicating with appropriate management and staff personnel and providing periodic reports.

## Essential Duties

1. Manages the Bank's commercial loan underwriting and credit analysis functions to ensure the ongoing management of credit risk as follows:
  - a. Provides leadership and guidance to Underwriters and Credit Analysts; offers support on specific issues such as appraisal concerns, qualifying issues, guideline interpretation, etc.
  - b. Ensures Underwriters and Credit Analysts are following "best practices" when analyzing risk.
  - c. Periodically reviews staff member underwriting documents and makes suggestions as appropriate.
  - d. Identifies and provides training opportunities for assigned staff as needed.

- e. Conducts team meetings on a regular basis and acts as a coach and mentor to assigned staff.
  - f. Answers staff questions regarding department policies and procedures; acts as advisor to staff on guideline changes.
  - g. Participates in the development of new policy and procedures for Underwriting and Credit Analysis.
2. Performs underwriting and administration duties to support the commercial loan function of which the following are illustrative:
- a. Performs pre-screen underwriting and deal structuring for the purpose of bidding on loan transactions or reviewing existing loans.
  - b. Receives data on prospective and active borrowing accounts, i.e., financial statements, agency reports, and interview and investigation sheets. Analyzes data and evaluates the short- and long-run prospects of the individual or company.
  - c. Supervises and on occasion performs due diligence and underwriting once loans are under application.
  - d. Verifies and reviews financial statements, tax returns, and other related financial information. Supervises and on occasion prepares financial statement spreadsheets to facilitate the analysis of the corporate financial statements and tax returns and personal financial statements and tax returns. Reviews related financial information e.g. financial statements, credit reports, leases, appraisals and property reports for new loan requests, loan renewals, loan extensions and annual credit reviews. Evaluates business industry and manages issues, analyzes trends and assesses overall credit risk. Identifies their strengths and weaknesses.
  - e. Assesses borrower(s) credit worthiness. Supervises and on occasion prepares the Commercial Loan Approval document to be presented to the Commercial Lender, the Management Loan Committee and/or Board of Directors for approval. Delineates the strengths and weaknesses of the proposed transaction with the appropriate mitigating factors; and makes recommendations on the loan packages to the appropriate approval signatories along with an appropriate Risk Rating. Ensures that all credit analysis activities are conducted in accordance with prescribed lending policy.
  - f. Monitors and ensures the timely response for credit approval or denials and ensures that all required disclosures are issued in a timely manner.
  - g. Provides structure on simple and complex credits.
  - h. Recommends risk rating on all assigned credits.
  - i. Negotiates with lenders for changes in loan terms necessitated by due diligence finding.
  - j. Notifies all required personnel of disposition of underwriting results. Participates in various committees as assigned.
3. Implements strategies to achieve goals assigned to the department as established in the division's annual operating plan; assists in the development of the annual budget for the department and adheres to budget parameters.
4. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the workplace.
5. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness and the Bank's compliance with all regulatory requirements, e.g., Community Reinvestment Act (CRA), Bank Secrecy Act (BSA), Equal Credit Opportunity Act, etc.; ensures that the department and all personnel adhere to the same.

6. Directly supervises assigned personnel as follows:
  - a. Assists in the selection of new personnel as appropriate.
  - b. Makes provisions for the proper orientation and training of new personnel.
  - c. Reviews employee performance throughout the probationary period and on a regularly scheduled basis thereafter.
  - d. Organizes, schedules, and distributes work among assigned personnel.
  - e. Keeps personnel informed of pertinent policies and procedures affecting the department and/or their jobs; creates an atmosphere in which upward communication from employees is encouraged.
  - f. Administers personnel policies and procedures as established by Bank policy.
7. Communicates with the Chief Lending Officer, other department managers, and appropriate staff personnel to integrate goals and activities.
8. Provides periodic reports to the Chief Lending Officer and other groups as required throughout the Bank.

### **Benefits:**

We offer a competitive pay structure and a comprehensive benefits package that includes:

- Medical
- Dental
- Vision
- 401k with Company Match
- Life Insurance
- ESOP

### **Equal Opportunity Employer—minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity**

About ESSA Bank & Trust:

ESSA Bank and Trust is a publicly traded organization and has continued to provide financial services for over 100 years. The Bank operates 21 community offices throughout the Greater Pocono, Lehigh Valley, Scranton/Wilkes-Barre, and western Philadelphia markets, in Pennsylvania. On March 31, 2022, ESSA Bancorp had consolidated assets of \$1.9 billion, loans of \$1.34 billion, consolidated deposits of \$1.62 billion and consolidated stockholders' equity of \$212.7 million.