

CREDIT ADMINISTRATOR

Full-time, Exempt
Reporting to EVP, Chief Credit Officer

Summary

The Credit Administrator is responsible for assisting the Chief Credit Officer in ensuring the overall quality and performance of the Bank's loan portfolio by providing direction, support, review, and oversight for the Bank's credit-related activities, including financial analysis and underwriting, covenant testing, appraisal management, construction monitoring, portfolio reviews, internal and external report preparation, loan policies and procedures, special asset resolutions, and ALLL analysis. The position performs direct supervisory duties of department staff and coordinates coverage in all related areas of the department. Assures compliance with all loan policies and procedures, as well as all applicable state and federal banking regulations. Lending approval authority may be granted commensurate with experience and ability.

Essential Duties

- Manage the Bank's team of Credit Analysts and Portfolio Managers with responsibility for spreading business and personal financial statements and tax returns, underwriting and analyzing new loan requests and renewals, and monitoring the existing loan portfolio to ensure compliance with all covenants and financial reporting requirements.
- Oversee the preparation of all credit administration reports, to include loan quality risk ratings and trends; concentrations by loan type, industry, and location; policy exception tracking; real estate stress testing; interest rate modeling; loan activity summaries, comparisons to budget, and projections.
- Approve new loans, renewals, and modifications within delegated lending authority in a manner consistent with Bank policy and sound banking practices.
- Oversee the Bank's commercial and residential construction activities; ensure construction draws are accurate and well-supported; review site inspections and progress reports; monitor borrowers and builders for on-time and on-budget performance.
- Manage the Bank's real estate appraisal and review process in compliance with all applicable laws, regulations, and Bank policy.
- Manage the Bank's special asset portfolio; monitor and resolve under-performing credits; develop and implement action plans for improvement and/or collection; prepare periodic reports for Senior Management and the Board of Directors.

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- Assist in the preparation of the Bank's quarterly ALLL calculations and related reports, including analysis of regional and national economic and real estate market conditions, loan losses and trends, and loan product concentrations.
- Coordinate the preparation and responses for all internal and external loan reviews, audits and regulatory exams.
- Ensure risk ratings are correctly assessed and reviewed in a timely manner; recommend upgrades or downgrades as appropriate.
- Prepare, modify, and review lending policies and procedures as necessary.
- Assist the Loan Operations Manager in ensuring that borrowers' loan documents accurately reflect the credit approval conditions and are compliant with all applicable laws, regulations, and Bank policies.
- Enhance the development and growth of assigned department staff through training, guidance, mentoring, excellent communication skills, both verbal and written, along with strong delegation skills assuring a highly cross-trained staff.
- Participate in various internal committees, special projects and other duties as assigned.

Minimum Requirements

- Bachelor's degree or equivalent from an accredited four-year college or university; 5 years related experience and/or training; or the equivalent combination of education and experience. Work related experience should consist of a financial analysis or credit background, including financial statement and tax return analysis.
- Experience, knowledge and training in all lending activities and terminology.
- Knowledge of commercial, construction, real estate and consumer loan documentation and processing.
- Knowledge of related state and federal lending and compliance regulations.
- Excellent organizational and time management skills with the ability to provide leadership, supervision and training for one or more employees.
- Skills in personal computer operation, word processing and spreadsheet software programs.
- Exceptional verbal and written and communication skills.
- Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.



Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas.

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