
Portfolio Manager

Full Time, Exempt
Reports to VP, Credit Administrator
March 19, 2020

Who We Are

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

Position Summary

Seattle Bank is currently seeking an experienced professional to fill the role of Portfolio Manager. This position is responsible for the underwriting and risk management of a portfolio of complex lending relationships. The lending relationships consist of a portfolio of loans to high net worth individuals for custom lending solutions. This would include non-conforming and jumbo mortgages, personal lines of credit, commercial lines of credit and commercial real estate credits including construction and bridge loan financing.

The Portfolio Manager will apply strong credit skills to manage risk through timely credit analysis, covenant monitoring and appropriate risk grading. This position is responsible for the continual monitoring of the loan portfolio to ensure credit files are complete and well-maintained and notifying the Credit Administrator and Chief Credit Officer of any potential adverse information and trends.

Essential Duties

- Prepare thorough credit underwriting for existing and prospective clients within assigned portfolio through detailed financial and qualitative analysis.
- Effectively manage multiple credit approvals at any given time in order to adhere to strict deadlines.

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Portfolio Manager

- Mitigate credit risk to the Bank via ongoing quarterly portfolio monitoring of existing relationships and independent critical analysis of prospective clients.
- Research economic environment, business and industry cycles, and assess management and operations to understand non-financial risks associated with the borrowers.
- Review and analyze third party reports such as appraisals, environmental reports and insurance policies.
- Partner with Relationship Managers to service clients, expand existing relationships and successfully close new business.
- Negotiate all necessary documentation in partnership with loan documentation and legal counsel including credit agreements, notes, pledges, and amendments and assure that all documentation accurately reflects terms, rates, and special conditions.
- Create problem loan reports and assist in loan workouts as appropriate.
- Assist with special projects including but not limited to the preparation of management reports.
- Be a team player and aid other portfolio managers to balance workload.

We'd love to hear from you if have:

- Bachelor's Degree and seven (7) or more years of commercial credit analysis experience.
- Experience, knowledge, and training in financial statement and tax return analysis typically resulting from a combination of education and courses in accounting, financial, and credit analysis. Formal credit training program preferred.
- Proficiency with financial spreading software Moody's Risk Analyst and Buker's Tax Analysis.
- Proficiency with Microsoft Office programs. Expertise in Microsoft Excel is a plus.
- Ability to communicate well with relationship managers, loan operations, customers, and management.
- Excellent organizational and time management skills.
- Ability to work with minimal supervision while performing duties.

Interested?

Please send a cover letter and resume to jobs@seattlebank.com.

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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. Employment at Seattle Bank is on an at-will basis.

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