



Title: Senior Commercial Loan Underwriter (SBA)

Salary Range: \$85,000 - \$95,000

Status: Full-time, Salaried Position with Fringe Benefits

FSC First provides access to financing to small and minority businesses through distinct loan products. The loans are a product of public-private partnerships between a consortium of participating banks, Prince George's County, Maryland, and FSC First.

FSC First is the premier lending partner for businesses in the region, providing creative and innovative financing to grow and sustain the local economy.

FSC First is a reliable provider of creative and innovative business financing solutions to established and emerging businesses in the State of Maryland. We also provide comprehensive loan administration services for loan programs that stimulate the growth and development of the local economy.

Role Purpose:

The Senior Commercial Loan Underwriter (SCLU) will be responsible for complex credit analysis, loan underwriting and loan packaging for the U.S. Small Business Administration's (SBA) loans. The SCLU may also be required to assist in the underwriting of FSC's various cashflow-based alternative financing programs. Under administrative direction of the Senior Vice President of Business Finance Programs, the SCLU performs work of unusual difficulty in structuring commercial real estate, business and working capital loan transactions that are guaranteed by the SBA and/or combine several non-traditional financing assistance programs to leverage traditional bank and other financing.

Responsibilities:

- Serves as the Subject Matter Expert and Liaison to the U.S. Small Business Administration for the SBA 504 and Community Advantage Loan Programs.
- Prepares high-quality underwriting with a detailed credit memo that contains an in-depth analysis and an understanding and identification of credit issues and risks.
- Spread and interpret financial statements, tax returns and projections.
- Order and review third-party reports, appraisals and valuations (real estate, equipment, business, etc.) as required.
- Acts as the systems administrator and subject matter expert for CDC Ventures.
- Packages SBA 504 loans for submission and obtains Authorization by SBA via CAFS/ETran including the resolution of screenouts.

- Reviews the official SBA authorization and loan agreement for accuracy and to ensure the terms and conditions correspond with the approved credit authorization.
- Understanding of SBA Compliance and Reporting requirements.
- Presents recommended loan approvals to Loan Review Committee and the Board of Directors.
- Provides monthly activity reports that include, but are not limited to, underwriting pipeline and loan closing status.
- Represents the Senior Vice President and President and CEO as directed at various meetings, functions and forums.
- Assists the Senior Vice President who also serves as the Prince George's County EDI Fund Manager with complex underwriting and credit analysis for multi-million dollar projects.
- Work closely with Management to support efforts to meet lending goals and objectives.
- Other duties as directed by the Senior Vice President of Business Finance Programs.

Requirements:

- Bachelor's degree in Business Administration, Public Finance, Finance and/or Economics or related field.
- Minimum 5 years of demonstrated underwriting experience with U.S. Small Business Administration (SBA) policy and programs especially SBA 504 Real Estate loans.
- Excellent credit analysis skills.
- Strong understanding of SBA SOP.
- Experience with CDC Ventures loan processing software.
- Advanced knowledge of MS Excel and MS Office Suite.
- Excellent verbal, communication and writing skills.
- Some local travel and occasional evening work for special events.
- The position requires a flexible, conscientious, detail-oriented individual who can perform varied tasks with considerable organizational skills and creativity, and who can work largely independently but collaborate with the Loan Administration Team.

Reports to: Senior Vice President, Business Finance Programs

How to Apply:

Submit cover letter with salary requirements and resume to: Dawn Medley, Senior Vice President, Business Finance Programs, via email to drmedley@fscfirst.com

www.fscfirst.com

Effective: 2/1/2021