

Commercial Underwriter

Job Description

Position Title: Commercial Underwriter

Reports to: Underwriting Manager

Company: New Resource Bank

Department: Credit

Location: Downtown San Francisco, CA

Hire Type: Full-Time Employee

Exempt/Non-Exempt: Exempt

Who We Are: New Resource Bank is a triple-bottom-line bank serving values-driven businesses and nonprofits that are building a more sustainable world. We see money as an agent of positive social, environmental and economic change and believe banking can transform the economy into one that serves all people and the planet. By putting deposits to work for good, we lend to organizations that benefit our communities and preserve our planet.

We Look for Candidates Who:

- Want to change the world through their job
- Are passionate about sustainability
- Maintain a personal commitment to sustainability in their own life
- Understand "triple bottom line" companies
- Love what B Corps are all about and thinks business can be used as a force for good

Summary: The Commercial Underwriter provides underwriting, analytical and computational support to the Bank's Commercial Lending and Credit Administration departments. He/she also may provide project assistance to the Credit Administrator or Chief Credit Officer.

Essential Duties and Responsibilities:

- Utilize independent judgement and discretion to underwrite complex C&I, Corporate Finance, Project Finance, and CRE Credit Authorizations and memorandums based on Bank policy guidelines.
- Make recommendations on loan structure, repayment ability, risk ratings, creditworthiness, and participate in presentations to the approving authority as appropriate.
- Perform high quality analysis of business and personal financial statements, tax returns, and financial statement projections in accordance with GAAP reporting, for use in underwriting or portfolio analysis.
- Attend customer and prospect site visits with Relationship Managers to gain insight into the client's business operations.
- Assist lenders in the collection and analysis of financial statements and information, and ensure compliance with approved loan covenants and structure.
- Generate and analyze individual credit reports, business credit reports, business industry reports, collateral appraisals and environmental reports. Track commercial loan applications on commercial loan log and prepare adverse action letters as required by regulatory guidelines.
- Increase knowledge of the bank's lending policies and procedures, Federal and State banking regulations, and familiarity with energy efficiency financing, alternative energy financing and construction lending.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- Familiarity with commercial lending products and loan documentation.
- Spreadsheet Analysis: proficiency with Excel and ability to create complex spreadsheets including formulas, pivot tables, and functions.
- Customer service: responds efficiently and cordially to requests for service and assistance; meets commitments.
- Communication: speaks clearly and effectively, is thoughtful, persuasive; writes clearly and informatively; varies writing style to meet needs.
- Judgment: exhibits sound and accurate judgment; can clearly explain reasoning for decisions; includes appropriate people in decision-making process; demonstrates persistence and overcomes obstacles.
- Professionalism: reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments, can disagree and accept disagreement without undue emotion or resorting to personal attacks.
- Teamwork: promotes team goals over individual accomplishment; provides assistance to other team members; participates in team activities.

Education and/or Experience:

- Bachelor's degree in Business, Economics, Finance or related field
- Minimum 2-3 years of commercial credit analysis and/or commercial loan underwriting experience required. Experience spreading personal and business financial statements utilizing standard commercial financial analysis software such as Moody's, Excel, Buker's, or Baker Hill

Other Skills and Abilities: Sufficient knowledge of Federal and State banking regulations (including but not limited to BSA, OFAC, Reg B, Reg O, Reg Z, and Reg BB) and Bank Policies pertinent to performance of duties to avoid regulatory violations.

Physical Demands: While performing the duties of this job, the employee regularly uses hands and fingers. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment: This job is primarily performed in an office environment. The noise level in the work environment is generally quiet.

Compensation and Benefits:

- This is an exempt position.
- Competitive salary; commensurate with experience
- Comprehensive benefits package available including:
 - Healthcare with dental and vision coverage for employees and family (including recognition of domestic partnerships, civil unions, and same-sex marriages)
 - 401k matching contribution
 - Life and disability insurance
 - Generous vacation
 - 1 paid day off to volunteer per year
 - Transportation benefit
 - Discounted gym membership
 - Bottomless cups of fair trade coffee and organic teas



More About New Resource Bank: We are committed to being a Best Place to Work and ensuring we have happy employees with a strong work-life balance. We have an amazing team of dedicated employees and provide educational and career development opportunities. We seek to attract top performers and especially people who are conscious about aligning their money with their values.

All employees are expected to participate in the bank's Sustainability Engagement Program to deepen their knowledge of sustainability. There is the option to get involved in our culture from day one with opportunities to join the Best Place to Work Committee and Green Team.

We are an Equal Opportunity Employer.



GLOBAL
ALLIANCE
FOR BANKING
ON VALUES

newresourcebank.com

255 California Street, Suite 600
San Francisco, CA 94111

P (415) 995-8100 **F** (415) 947-0482

 [newresourcebank](https://www.facebook.com/newresourcebank)

 [@newresourcebank](https://twitter.com/newresourcebank)

 [in/newresourcebank](https://www.linkedin.com/company/newresourcebank)