

POSITION DESCRIPTION

POSITION TITLE:	COMMERCIAL/MULTIFAMILY REAL ESTATE UNDERWRITER
DEPARTMENT/ DIVISION:	Credit
SUPERVISOR'S TITLE:	Senior Credit Officer
STATUS:	Non-exempt
APPROVED BY:	J. Arnston
DATE:	July 2021

POSITION SUMMARY:

Evaluates the financial condition of individuals and businesses applying for commercial real estate loans (particularly investment properties) and multifamily loans with Universal Bank, and of existing loans within the portfolio. Also may underwrite business loans from time to time as required.

DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Analyzes loan data on new and existing commercial loans (e.g., commercial real estate loans, multifamily loans, and business loans). Prepares spreadsheets, reports, and credit approval memos.
- Performs credit inquiries for the financial institution, collects and analyses financial and related information, and conducts credit investigations.
- Recommends and loan to appropriate approval authority.
- Oversees and manages financial information files to assure that current reports, statements, rent rolls, accounts receivable/payable agings, and other information on customer accounts is in file.
- As assigned, analyzes borrowers' compliance to loan covenants.
- As assigned, conducts periodic reviews of loans in the existing portfolio, including, among other items, problem loan reports (PLR's) and internal asset reviews of existing commercial loans.
- As needed, assists with the management of existing loans and with the resolution of problem loans and workouts.
- As required, assists in the preparation of packages to be sent to regulators and loan review firms in preparation for regulatory and other exams and interfaces with regulators.
- Makes customer calls with borrowers and conducts property inspections as needed.
- Maintain current knowledge of applicable federal regulations, including Bank Secrecy Act (BSA) and Know Your Customer (KYC) principles.
- Adhere to compliance and Bank policies and procedures in accordance with Universal Bank and regulatory standards.

QUALIFICATIONS:

- Bachelor's degree in economics, business administration, finance, accounting, or a related field; or, five years' experience in commercial investment real estate/multifamily property underwriting and business loans.
- Good financial analytical abilities, detail orientation, and commitment to producing quality work product.
- Two years or more of experience with credit analysis. Background must include business loans, plus CRE and/or multifamily loans.
- Excellent oral and written communication skills in the English language.
- Experience using Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Outlook, and Adobe Acrobat. Familiarity with Sageworks/Abrigo software is preferred.
- Experience in loan review/internal asset review is preferred but not required.

BSA Language

Understand and comply with the Bank's obligations under the BSA/ Anti-Money Laundering (AML)/ Office of Foreign Assets Control (OFAC) (collectively BSA/AML/OFAC) regulations. Adhere to the Bank's BSA/AML/OFAC policies and procedures (collectively, "the Program"). Employee shall cooperate with and support the Bank's BSA/AML/OFAC Program. Employee shall be held accountable for any lack of cooperation or performance that weakens the Bank's BSA/AML/OFAC Program as reflected by periodic monitoring, independent audits, and regulatory examinations. Employee is required to complete periodic training under the BSA/AML/OFAC Regulations, including online training and/or in-person training, as appropriate as appropriate depending on job responsibilities.

General Compliance Language

Understand and comply with the Bank's obligations under federal and state banking laws and regulations. Adhere to the Bank's compliance policies and procedures. Employee shall cooperate with and support the Bank's compliance policies and procedures. Employee shall be held accountable for any lack of cooperation or performance that weakens the Bank's performance as reflected in periodic monitoring, independent audits, and/or regulatory examinations. Employee is required to complete periodic training under various job-related compliance topics including online training and/or in-person training, as appropriate.

ACKNOWLEDGED BY:

Employee Signature

Date

Print Name

Manager/Supervisor's Signature

Date

Print Name

TELLER