

CREDIT ANALYST/UNDERWRITER

Position Location: Austin, TX

Start Date: Immediately

Company Background

PeopleFund creates economic opportunity and financial stability for underserved people by providing access to capital, education and resources to build healthy small businesses.

PeopleFund believes that healthy small business growth is the key to economic recovery and development and that every person, no matter their background or economic situation, has the ability to become a successful entrepreneur and job creator given access to resources they need. Our goal is to give people the opportunity to turn their talents into a sustainable livelihood and achieve financial stability for themselves and their families. We inspire, educate, fund, and elevate clients on the path to prosperity and the American Dream.

Job Description

Primary responsibilities are to structure and underwrite loans that have a community impact in Texas' lower-income communities and monitor the financial health of PeopleFund clients. Other responsibilities include assisting with collection efforts, maintaining appropriate due diligence files, preparing for internal and external compliance reviews, community outreach and event support for programs on behalf of the organization. This position reports to the Director of Underwriting & Risk Management.

Primary Tasks

- Structure and underwrite submitted loan packages with a focus on repayment analysis, collateral support, personal credit profile, and eligibility/alignment with PeopleFund's mission. Engage with Loan Officers and applicants to address underwriting questions and counter-offer requests when needed.
- Recommend acceptable loan requests for approval, complete with the underwriting memo and noting any exceptions to policy.
- Communicate loan approval terms or declination rationale. Provide guidance and suggestions to Loan Officer/applicant on actions that can be taken to mitigate the noted risks.
- Assist with monitoring of past due accounts and collections, as requested. Package loans for SBA guaranty purchase.
- Ensure appropriate supporting documentation is provided/verified and maintained on file.
- Partner with the Lending and Loan Administration teams to provide client focused service and support.
- Accompany Loan Officers calling on customers when requested.
- Perform site visits when requested as related to a loan request or collection account.
- Support all program and event related activity.
- Perform other tasks as needed.

Requirements

- Financial analysis experience (small business or personal lending preferred) Knowledge of finance/basic accounting
- Bachelor's degree preferred or equivalent experience
- Excellent skills in managing multiple tasks requiring strong attention to detail
- Ability to gather and analyze information efficiently and formulate an independent recommendation
- Adapts to changes in the work environment and offers suggestions to improve processes
- Strong communication skills and positive, team focused approach
- Spanish preferred but not required

Compensation

Salary DOE and benefit options available including medical, vision, dental, 401k match and life insurance.

How to Apply

Please email a cover letter, resume and salary requirements to the Director of Underwriting & Risk Management, Laura Shock, at laura@peoplefund.org. No phone calls please.