

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 small business 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 underwriting memo and supporting analysis.
- Communicate loan approval terms or declination rationale. Provide guidance and suggestions to Loan Officer/applicant on actions that can be taken to mitigate noted risks.
- Determine appropriate funding program based on eligibility criteria and approved terms.
- Assist with past due accounts/collections and package loans for SBA guaranty purchase, as requested.
- 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

- Bachelor's degree in Finance/Accounting or equivalent experience
- Financial analysis experience (small business or personal lending preferred)
- Understanding of financial statements/basic accounting
- Excellent skills in managing multiple tasks requiring strong attention to detail
- Ability to gather and analyze information efficiently and formulate an independent recommendation
- Adapt to changes in the work environment and offer suggestions to improve processes
- Strong communication skills and positive, team focused approach
- Spanish preferred but not required
- Knowledge/experience with SBA program lending 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 request to the Director of Underwriting & Risk Management, Laura Shock, at lshock@peoplefund.org. No phone calls please.