



*The Indy Chamber’s mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.*

**Job Description**

<b>Position</b>	Business Loan Underwriter	<b>Status: Exempt</b>
<b>Reports to</b>	Senior Director of Lending	<b>Revision Date: 7/21/2022</b>
<b>Scope</b>	NA	
<b>Job Summary</b>	The Business Loan Underwriter supports the Business Ownership Initiative (BOI) by determining the risk of offering a loan and then compares that risk against BOI stated parameters to decide whether it's acceptable.	
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Recognize and act in accordance with Lender underwriting and credit granting criteria</li> <li>• Analyze the creditworthiness of business loan applications. The evaluation includes. Review and analysis of individual credit reports, bank statements, personal and business financial statements, personal and business tax returns, business plans, financial projections, pay stubs, and all other sources of income</li> <li>• Prepare detailed business financial and ratio analysis as needed</li> <li>• Review and evaluate collateral and make the necessary conditions and recommendations to execute lien placement and loan agreements in accordance with policy</li> <li>• Approve Loans in compliance with lending authority</li> <li>• Recommend denials, approvals, or cancellations to the proper loan authority. Including write-ups of credit memorandums for internal or external committees or agency reviews</li> <li>• Coordinate and participate in lending and underwriting staff training sessions</li> <li>• Provide excellent customer service and support to BOI lending teams on the field</li> <li>• Responsible for tracking, monitoring, and servicing special funds and lending programs</li> <li>• Conduct all other duties as assigned to support Senior Director of Lending, VP of Entrepreneur Services, and BOI Team as needed. Although not frequent, additional duties may include working weekends or extended hours</li> </ul>	
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• Must have two (2) to five (5) years of experience in business lending, loan underwriting, credit granting, credit analysis, or other type of financing</li> <li>• A Degree in Accounting, Finance, Economics, or related field</li> <li>• Excellent Customer Service and Conflict Resolution experience is required</li> <li>• Passion for microfinance and the organizational mission of providing credit to small businesses that do not have access to capital from commercial sources</li> <li>• Quantitative thinker with the ability to make evaluations based on a large number of variables</li> <li>• Effective decision-making skills</li> <li>• Familiar with standard concepts, practices, and procedures in small business lending</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Excellent interpersonal, communication, negotiation, organizational, and time management skills</li> <li>• Experience with Business Income Tax Return Forms</li> <li>• Experience with Business Financial Statements</li> <li>• Ability to assist and train new employees</li> <li>• Ability to identify time-sensitive issues and work within time constraints</li> <li>• Advanced skills in MS Excel</li> <li>• Ability to work flexible schedule-including travel</li> </ul>
<b>Preferred Competencies</b>	<ul style="list-style-type: none"> <li>• Highly organized</li> <li>• Excellent communicator (verbally, written, emails, nonverbal)</li> <li>• Technical experience with Microsoft Suite, Office systems, etc.</li> <li>• Detail-oriented without losing sight of the big picture</li> <li>• Advanced interpersonal skills; seeks to understand before being understood</li> <li>• Able to learn or understands Legal terminology and documentation</li> <li>• Multi-Tasking guru; but able to prioritize what is most important to meet deadlines or expectations</li> <li>• Adaptable and flexible to the situation at hand without losing a professional manner</li> <li>• Applies critical thinking and does not need to be told precisely what to do</li> <li>• Team player; able to get along with others, chip in, and support the mission and vision of BOI</li> </ul>
<b>Working Conditions</b>	Work is performed in an office environment or other business type setting. Work is often conducted before, during, and after traditional business hours 8:00a.m. to 5:00p.m.
<b>Physical Demands</b>	Must be able to work proficiently with computers and other office equipment. Some travel required within Central Indiana locations for meetings, events, programs, etc.
<b>Equal Employer Opportunity</b>	Indy Chamber is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.
<b>Acknowledgement</b>	