

Analyst, Sr. Production – Req # 17024188

Responsible for analyzing moderate to complex information to prepare various reports and loan submission packages. Knows and uses fundamental concepts, practices and procedures associated with commercial real estate finance, including commercial appraising, market analysis, and investment analysis.

Assists producer(s) in day-to-day responsibilities which include packaging, lender due diligence, negotiation process, commitment process and closing process. Gathers moderate to complex data on local, regional, and national commercial real estate markets by researching a variety of sources including, but not limited to industry, regulatory and economic information, financial periodicals and newspapers, mortgage and lease documents, demographic data, property information and company records. Organizes, evaluates, interprets and summarizes moderate to complex data. Prepares a variety of analyses, statements and reports for management review; arranges for preparation of graphics or illustrations to include with research findings. Prepares moderate to complex forecasts and analyzes trends in commercial mortgage finance, general business and industry conditions. Conducts ad hoc studies for management upon request. Prepares loan submission reports for review by loan producers. Interfaces with clients, lenders, government agencies, etc., to complete tasks. May interface with clients, lenders, government agencies, etc. to complete tasks. Other duties as assigned.

No formal supervisory responsibilities in this position. Provides informal assistance such as technical guidance, and/or training to coworkers. May coordinate and assign tasks to co-workers within a work unit and/or project.

Bachelor's degree (BA or BS) from a four-year college or university; minimum three years mortgage banking experience and/or equivalent combination of education and experience. Course work or commensurate experience with fundamentals of real estate finance, basic appraisal principals, market analysis and accounting. Salesperson or real estate brokers license preferred but not required. Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information. Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages, discounts, and/or commissions. Conducts basic financial analysis. Ability to comprehend, analyze, and interpret documents. Ability to solve problems involving several options in situations. Requires intermediate analytical and quantitative skills. Proficient in Microsoft Suite products including: Word, Excel, Outlook, PowerPoint, Excel, etc. Knowledge of ARGUS preferred. Decisions made with understanding of procedures and company policies to achieve set results and deadlines. Responsible for setting own project deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor.