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Wisconsin Women's Business Initiative Corporation Credit Analyst

Reports To: Director of Lending
FLSA: Non-Exempt

The credit Analyst is a part-time position and will be responsible for producing approved loans and for coordinating and expanding WWBIC's small business and micro-lending programs.

ESSENTIAL JOB FUNCTIONS:

- Analyze and underwrite loan applications in accordance with approved policies and guidelines. Present comprehensive loan packages with sound financial projections for review by Director of Lending
- Monitor progress, collect data or documentation, and manage customers as required by funders and internal policies through ongoing client contact during loan intake and underwriting process. Work closely with loan borrowers to identify business assistance needs during loan intake and underwriting process.
- Track counseling hours; input them regularly into Outcome Tracker Database.
- Coordinate the accurate and timely completion of paperwork including loan write-up requests.
- Remain current on trends in the community capital and microenterprise industries to ensure delivery of comprehensive alternative financing options to clients. Work as a team member to implement, facilitate and expand microlending initiatives.
- Accountable to meet and exceed production goals and program deliverables for assigned area.
- Assist in overall mission of WWBIC by working in a team environment to effectively complete other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Attend internal meetings as required.
- Miscellaneous duties as assigned.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Minimum two years experience in commercial banking, underwriting or accounting are required. Bachelor's degree required. A strong background in small business financing preferred. Strong written and verbal communication skills and computer literacy including Microsoft products and loan servicing software are necessary. Strong analytical and problem solving skills desired. Must be able to prioritize and handle multiple tasks in a fast-paced



organization to meet deadlines and performance goals. The ability to communicate effectively and work with a diverse community is essential. Valid driver's license and proof of liability and property damage insurance on vehicle used is required as the position requires travel within the state. Some evening/weekend hours may be required. The ideal person is flexible, positive, and has a sense of humor. Must present a positive, professional appearance at all times.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Work is generally more sedentary in nature with movement required.
- Work is primarily performed within an office environment with standard office equipment although some travel is required.
- Must be able to read, write, and communicate fluently in English. Must have clarity of vision.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties requires.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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