



## VERMONT ECONOMIC DEVELOPMENT AUTHORITY

### **Position Description**

Title: Credit Analyst  
Reports to: Director of Credit

### **Summary**

Working under the supervision of the Director of Credit and general direction of the Loan Officers, provides credit analysis, loan origination, and loan servicing support.

Senior Credit Analysts may work on larger, more complex VEDA projects with Loan Officers. Senior Credit Analysts will assist in mentoring and providing guidance to non-senior credit team members.

### **Essential Job Functions**

- Review loan applications and other requests for completeness.
- Work with and support Loan Officers to analyze applications for new credit and servicing accommodations on existing loans.
- Prepare loan narratives/credit write-ups describing and analyzing the following:
  - Loan structure, terms, and conditions.
  - Project sources and uses.
  - Project strength and weaknesses.
  - Market and business risk.
  - Collateral inspections and valuations.
  - Financial performance and condition of borrower, including balance sheet, income statement and cash flow analysis and commentary on financial trends.
  - Management ability.
  - Business plans.
  - Recommendation with loan terms and conditions.
- Prepare credit write-up for review by the assigned Loan Officer, Director of Credit, internal loan approval committee and, if required, the VEDA Board of Directors.
- Review and update new financial information for existing borrowers.
- Directly contact loan applicants, existing borrowers, and other loan participants to obtain additional information.

- Conduct on-site visits with Loan Officers or independently to meet with applicants and existing borrowers to discuss their businesses and proposed projects or other actions.
- Analyze UCC searches and credit bureau reports.
- Review documentation regarding disbursements of loan funds from escrow/construction accounts to fund project expenses.
- Support Loan Officers to analyze potential loan losses; participate in discussions setting loan loss reserves.
- Interact with VEDA borrowers, other lenders, and industry partners in a courteous and professional manner.
- Other duties as assigned or requested by management.

### **Education/Experience**

- Bachelor's degree in economics, finance, accounting, business, or related field. For Credit Analysts specializing in agricultural loans, a bachelor's degree in animal science or related field may also be considered.
- Prior experience in a loan environment or related work: preferably with a bank, a credit union, or an agricultural lending institution.
- For Credit Analysts specializing in agricultural loans, knowledge of agricultural and/or forestry products businesses is desired.
- Credit Analyst: Minimum three years of experience in loan credit analysis or related work.
- Senior Credit Analyst: Minimum seven years in loan credit analysis or related work.

### **Knowledge/Skills/Abilities**

- Knowledge of loan credit analysis, including balance sheet, income statement and cash flow accounts, management capability, general creditworthiness, collateral adequacy as well as typical characteristics of specific industries.
- Ability to learn and adhere to VEDA Loan Policy and internal procedures.
- Ability to work well with others, including external partners, lenders, management, and staff.
- Ability to relate well with existing borrowers and loan applicants.
- Ability to coordinate and manage multiple assignments, meet deadlines, and provide timely responses.
- Proficient in the use of Microsoft Office Suite and aptitude to learn other software programs.
- Excellent verbal and written communications skills and good presentation skills.
- Desire and ability to provide excellent customer service to new customers and existing borrowers.

### **Working Conditions**

- General office conditions.
- Some automobile travel throughout the State of Vermont may be required.
- Participation in and attendance at events representing VEDA outside of normal working hours.

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*The above statements are intended to describe the general nature and level of work performed rather than an exhaustive list of all responsibilities and skills required for the position. The Essential Job Functions may be changed at any time at management's discretion. The job description is not intended to create an employment contract of any kind.*