



## Underwriter

2 Positions in Raleigh, North Carolina

To apply, please send your resume/cover letter to: [hr@carolinasmallbusiness.org](mailto:hr@carolinasmallbusiness.org).

### About the Organization

Carolina Small Business Development Fund (CSBDF) works to promote community and economic development throughout North Carolina and the surrounding regions. Our work is inspired and driven by those we serve: aspiring and existing small business owners. By helping entrepreneurs reach their business ownership dreams, we seek to grow and support an engine of local economic growth. CSBDF's model of operations has three prongs: affordable financing, comprehensive technical assistance, and evidence-based policy research. With multiple offices located throughout the state in both urban and rural areas, we offer an accessible pathway for small business success.

### Job Description and Duties

Under the general supervision of the Underwriting Director, performs small business loan analysis in accordance with Carolina Small Business Development Fund policies and procedures to ensure and maintain good credit quality. Ensures loans are processed and underwritten in compliance with specific program guidelines. Responsible for the underwriting of eligible micro and small business loans under the various loan guaranty programs including the SBA and USDA. Performs related work as assigned.

Assesses the credit quality of applicants requesting government guaranteed SBA Community Advantage loan financing and non-government guaranteed CSBDF portfolio loan financing programs. Utilizes sound credit underwriting skills to recommend a final credit decision, including verbal presentation to CSBDF loan committee.

Gathers and analyzes complex financial and credit information; clearly presents data, analysis and recommendations in a written credit memo. Ensures compliance with all SBA Community Advantage, CSBDF loan policy, loan funding partner requirements, and federal and state laws and regulations.

Prepares and submits loan packages as necessary for review and approval by the Small Business Administration and other guarantee programs where an external review and authorization is required. Makes referrals to Business Services Department for borrowers requiring intensive technical assistance.

Represents the Carolina Small Business at various forums and community events. Performs other duties as assigned by the Underwriting Director. Assists Credit Department in review of existing borrower accounts and portfolios in order to identify, evaluate, and determine the appropriate course of action on potential credit quality issues in an effort to



maintain superior asset quality. Recommends appropriate loan risk rating grades as part of the loan underwriting process or on an as needed basis.

## Experience and Education

### Required Qualifications

- Bachelor's degree in Business Administration, Finance, Economics or a related field and 5 years of experience in Small Business Administration loan product underwriting, credit administration, and general small business lending; or an equivalent combination of education and experience.
- Completion of formal credit underwriting training.
- Possession of a valid North Carolina driver's license.

### Preferred Qualifications

- Bilingual (Spanish) communication skills.

## Knowledge, Skills, and Abilities

- Knowledge and understanding of basic accounting theories, credit principles, lending functions, loan research, cash flow analysis, and general credit policies.
- Some knowledge of underwriting within the context of Community Development Finance Institutions (CDFIs) or other types of non-profit agencies.
- Ability to work within commonly used rules, regulation, concepts, practices, and procedures that govern lending activities.
- Skill in customer service protocols with a service orientation.
- Familiar with modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and specialized software related to lending operations.
- Effective written and verbal communication skills with the ability to be persuasive one-on-one as well as in a group setting.
- Comfortable interacting with people of different social, economic, and ethnic backgrounds.