

## **Job Description for Seattle Finance Officer Analyst**

### ***Job Purpose***

Review, underwrite, and analyze potential commercial mortgage loans, utilizing knowledge of assigned real estate markets, real estate valuation techniques, appraisals, and credit and financial analysis techniques. Job will contribute to the efficient operation of the Loan Origination area, while supporting Finance Officers in Seattle. Job responsibilities will enable Finance Officers to have more time to develop greater market share and increase production volume (by number of deals and dollars) thus increasing the overall profitability of the Finance Division.

### ***Principal Accountabilities/Essential Functions***

1. Review and underwrite new loan originations. Provide support to the Finance Officers and Loan Closing by obtaining additional information as needed. Additional duties may include direct interaction with borrowers and lenders.
2. Provide Finance Officers with current market research information regarding trends in supply and demand, construction costs, rental rates, land values and competitor lending policies.
3. Coordinate third party reports as a facility for Finance Officers and loan closing administration.
4. Support Finance Officers in preparation of loan submission packaging, working in coordination with staff assistants.
5. Lead and participate in assigned projects to support Finance Officers.
6. Research property information including history, tenants, owners, etc.
7. Prepare and review loan quotes, applications, commitments and other related documents.

### ***Essential Requirements***

Manage competing priorities with attention to accuracy and detail; adjust work schedule to accommodate Division work flow priority deadlines; work effectively in collaboration with peers, team members and customers for efficiency of time.

1. Ability to interpret, develop, and/or present financial analysis and underwriting valuation techniques; apply investment terminology and concepts to related written and verbal communications.
2. Analyze and apply technical procedures to each loan investment through proper review of appraisals, leases and credit/financial information.
3. Competency in Microsoft Word and Excel, Adobe and internet.

### ***Business Development***

1. Assist Finance Officers in calling programs.
2. Coordinate and initiate distribution of market materials.
3. Maintain lenders and borrowers database information in coordination with Finance Officers and Finance Division Support Staff.

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