



## Commercial Loan Officer

### Job Description

**Position Title:** Commercial Loan Officer

**Reports to:** Chief Credit Officer

**Positions Supervised:** None

**Company:** Summit Bank

**Department:** Lending

**Does not have lending authority**

**Location:** Oakland, CA

**Hire Type:** Full -Time Employee

**Exempt/Non-Exempt:** Exempt

**Who We Are:** Summit Bank is a local community bank committed to serving our customers and our local communities with the highest service standards since 1982. We support our customers by understanding their unique needs and customizing financial solutions to help them thrive. At Summit Bank, we support our customers by buying their products, using their services, and promoting them in our local community whenever possible.

Our *Summit Bank Service Commitment* outlines our 10 point unwavering commitment to the exceptional 'high touch' services our clients deserve and receive.

1. We always demonstrate a "Can Do" attitude
2. We always are respectful and considerate - smile, say "Please", "Thank You" & greet clients/potential clients by name
3. We always strive to earn the confidence of our clients and shareholders by conducting our business in a highly professional manner
4. We always offer solutions/answers to our clients or, if outside ones area of expertise, find the right person who can help our client in a timely manner
5. We always return phone calls & emails the same day, or no later than 24 hours; & provide timely updates until our client's requests/issues are completed/resolved
6. We always handle clients as if our life depends on it – it does. Because without clients, we have no job
7. We always get things done for our clients even if we have to come in early or stay late on occasion
8. We always treat our co-workers with the same respect we treat our clients by fostering an environment that encourages our team members to develop their talent to enhance the quality of their lives
9. We always strive to gain greater efficiencies and productivity – always striving to build the 'better mousetrap'
10. We always are leaders in the development of the communities we are fortunate to serve

### **We Look for Candidates Who:**

Are passionate about people

Resonate to our *Summit Bank Service Commitment*

Enjoy the banking industry

Understand the importance of a customer's trust in their financial institution

**Summary:**

The Commercial Loan Officer directly works on and supports the CCO and senior loan officers and provides various services to a variety of business and individual loans and lines of credit as assigned; keeps informed as to the status of loans in their portfolio; develops relationships with prospective customers in the professional and small business market by identifying the financial needs of those customers; fills those needs with a wide range of commercial products and services offered by the bank – products and services may include extension of commercial and/or real estate credits; demand, savings or time deposit account products or other services offered; provides financial counsel to current and prospective customers; and represents the bank through involvement and attendance in local civic, social and professional organizations and attend their events.

**Essential Duties and Responsibilities:**

- Develop a thorough working knowledge/proficiency in all facets of commercial underwriting including C&I and CRE facilities by working on various commercial loan requests and augmented by working closely with senior loan officers
- Interacts with and actively supports the senior lending specialists in a collaborative manner regarding new loans and renewals including initial analysis, underwriting, writing credit memo, and facilitating the loan documentation process as needed
- Meets with prospective business and professional customers alone or with other staff members to establish full deposit and loan account relationships
- Assumes the role of the customer's primary bank contact and assists in managing the new or existing customer's total relationship with the bank as assigned
- Sends letters 90 days in advance of all maturing loans; follows up regularly
- Establishes meetings with customers to deliver signature cards and/or loan documents for signing
- Monitors loan repayment of assigned customers and takes the necessary actions to collect on past-due accounts
- Analyzes customer request to determine if it is an expectable risk; if determined to be a risk, prepares required documentation and presents it to the Chief Credit Officer , Board of Directors or Loan Committee for approval
- Responsible for the loan documentation once loan is approved and interacts with the Note Department to ensure timely receipt of loan payments, new loan documents, renewal documents, insurance information
- Performs Financial Statement, Tax Return and Other Quarterly reporting tracking and follow-up
- Completes annual reviews of Term Loan facilities as assigned
- Completes RDS and ACH Cash Management annual reviews as assigned
- Performs other duties as assigned

**BSA Responsibilities:**

- Adhere to the bank's BSA / AML policies, procedures and processes

**Required Knowledge:**

- Basic understanding of financial statements, tax returns and financial analysis
- Intermediate knowledge of related state and federal loan regulations and other applicable bank lending policies and procedures
- Knowledge of sales techniques

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

- Quality: demonstrates attention to detail, accuracy and thoroughness
- Quantity: completes work in timely manner; strives to increase productivity; works quickly
- Customer service: responds efficiently and cordially to requests for service and assistance; understands and participates in the *Summit Bank Service Commitment*
- Teamwork: pitches in and contributes to achieving group goals; supports everyone's effort to succeed
- Dependability: completes tasks on time; takes responsibility for own actions; can be relied upon
- Attendance/Punctuality: To perform this job successfully, an individual must have regular and reliable attendance and must arrive to work on time.

**Education and Experience:**

- Bachelor's Degree in Business or related field, preferred.
- Minimum of three to five years of experience in the financial services industry

**Computer Skills:** To perform this job successfully, an individual must be competent in the use of Microsoft Office, especially Word and Excel, and be comfortable with learning various banking software.

**Physical Demands:** While performing the duties of this job, the employee regularly uses hands and fingers. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:** This job is primarily performed in an office environment. The noise level in the work environment is generally quiet.

**Compensation and Benefits:**

- This is an Exempt position
- Competitive salary; commensurate with experience
- Comprehensive benefits package available including:
  - Healthcare with dental and vision coverage for employees and their dependents
  - 401k matching contribution
  - Life insurance
  - Generous vacation
  - Phantom Stock Option program

Summit Bank is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender or sexual orientation.