



September 22, 2021

Job Title: Commercial Loan Officer

Supervisor: Vice President, Commercial Loan Officer

Job Summary Cape Ann Savings Bank seeks a Commercial Loan Officer with experience in business lending and relationship management. Commercial lenders evaluate, analyze, and interpret data regarding real property, pricing, market stability, and future trends by means of information provided within financial material and personal interviews. Lenders are responsible for processing loan data and credit information, analyzing and evaluating credit worthiness and setting payment terms.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following.

- Develop and maintain existing and new business relationships.
- Establish a productive referral network consisting of attorneys, accountants, and other professionals within the market area.
- Conduct research on businesses, review tax and financial statements and interpret balance sheets, proforma ratios, annual budgets and profit and loss statements.
- Collaborate with credit department for receipt of applicant credit reports, background, reference checks, and financials in order to make an educated decision and/or approval for loans.
- Negotiate loan structure, including interest rates, fees, loan repayment options and other credit terms. Approves loan with delegated limits or refers loans to higher authority.
- Handle ongoing portfolio of commercial loans, including monitoring payments, financial performance and collateral position.
- Assume timely responsibility for compliance with approved loan covenants and regulatory requirements.
- Prepare and organize required reports, memos, and any other necessary documentation on a timely basis.
- Cross sell products and services to existing relationships.
- Promote the Bank's presence through participation and attendance at various civic and charitable event/organizations.
- Demonstrates compliance with banking business laws and regulations as defined in company policies and procedures pertinent to the position.
- Proficient utilizing desktop applications such as MS Office (Excel, Word)



WWW.CAPEANNSAVINGS.BANK

- Embrace new and emerging technologies to support operations and customers through flexibility and the ability to learn and adapt to change
- All other duties, as assigned

EDUCATION and/or EXPERIENCE

- An associate's, or bachelor's degree in banking and finance, economics, or related degree field such as business finance. Must have a minimum of 3 years' experience in business lending or relationship management.

Interested candidates should download and complete an application by visiting:

<https://www.capeannsavings.bank/Employment>.

Please email completed applications and a resume to: Kathryn.melanson@casbank.com

or mail completed application and resume to:

Kathryn Melanson, Human Resources

Cape Ann Savings Bank

109 Main Street

Gloucester, MA 01930