



Small Business Underwriter

Business Impact NW

About Us:

Business Impact NW is one of the leading non-profit community development financial and business assistance organizations in the Pacific Northwest. Our work supports the economic development of marginalized communities by offering access to capital, training, and support to grow small businesses throughout Washington, Oregon, Idaho and Alaska. For more information about BIN's history, mission, and programs for women, BIPOC, LGBTQ+, immigrant, and veteran business owners, please see our website: www.businessimpactnw.org.

What it is Like to Work for Business Impact NW:

Business Impact NW works hard to serve our clients while maintaining a healthy work-life balance and positive team-oriented atmosphere. Our strategic framework revolves around building trusted relationships, providing equal opportunity, valuing contributions, community impact, and financial stability. Our team consists of 50+ diverse employees that reflect the populations we serve, plus a corps of contractors and an engaged Board of Directors.

Position Summary:

Underwriters review new and renewal credit requests comprised of working capital lines of credit, commercial real estate loans (Owner Occupied) and equipment financing; most often from small to moderate small businesses and start-ups [with revenues less than 3 million]. They collaborate with loan officers to accurately present findings, including business rationale and risk mitigations, in order to obtain credit approval and meet customer needs

Full Job Responsibilities:

- Analyze business, industry, financial data and other supporting credit information concerning an applicant's credit request; identifies key business and financial risks that may impact the repayment prospects by the borrower; derives conclusions supporting the credit recommendation based on documented facts and/or sound judgement.
- Prepare timely, concise, and accurate credit recommendations, with limited supervision or revision. Includes: (1) quantitative components within the underwriting narrative documenting the credit analysis; (2) accurate use of risk rating scoring models (aka Dual Risk Rating), both quantitative and qualitative rating elements, to ensure customers and loans are properly risk-rated; (3) accurate identification and mitigation of all exceptions to Bank tracked policies exceptions (TPE), tracked guidelines exceptions (TGE), procedures and compliance regulations; and (4) accurate loan coding consistent with nature of the borrowing relationship and terms of the credit(s).
- Monitor borrower financial performance in line with commercial and/or real estate loan documents; spreads financial statement and/or ensures required financial statements are spread in accordance with Business Impact NW Guidelines, policies and resulting covenant calculations are accurate, complete and adhere to approval conditions and loan documentation. Collaborates with Loan Officers to ensure borrower notifications are sent and approvals are obtained to resolve any violations in a timely manner.
- Partners with Loan Officers to offer insights into customer financial needs, including opportunities identified using Line of Business-approved relationship expansion tools. May also

offer opinions related to a loan structure's effectiveness to mitigate risks, appropriate to prevailing competitive market environment and Bank risk tolerances.

- Demonstrates compliance with all bank regulations for assigned job function and applies to designated job responsibilities - knowledge may be gained through coursework and on-the-job training. Keeps up to date on regulation changes.
- Follows all Business Impact NW policies and procedures, compliance regulations, and completes all required annual or job-specific training.
- May perform other duties as assigned.

Skillset Required:

- Quality Management
- Dependability
- Planning & Organization
- Use of Technology

Desired Qualifications:

- 3+ years of commercial underwriting/credit analysis experience or relevant lending experience.
- Advanced credit and credit quality skills including accounting, financial statement spreading, and cash flow analysis experience; ability to train and present to small and large audiences or has the interest in learning to train and present.
- Demonstrated time management skills, reflecting the ability to juggle multiple tasks simultaneously while delivering work product on time.
- Ability to work effectively with individuals and groups across the company to manage internal and external customer relationships.
- Possess excellent written, verbal, interpersonal and presentation skills, including ability to train and present to small and large audiences or has the interest in learning to train and present.
- Advanced knowledge of credit policies, procedures, practices and documentation.

Schedule & Location:

- 40 hours per week, 8:30am-5pm
- Headquarters in Seattle, WA
- Working mostly or semi-remotely in Alaska, Washington, or Oregon can be accommodated (even after COVID restriction are lifted)

Compensation Package:

Salary of \$60,856 - \$65,550 Full Time, DOE.

Generous benefits include:

- 100% paid employee medical, dental and vision plans
- 11 paid holidays annually and the week between Christmas and New Years
- Paid vacation time off
- Paid sick days
- 403b retirement account
- Professional development allowance
- Commuter benefits
- Adoption assistance

- Health Savings Account
- Voluntary supplemental medical benefits: Disability, Life, and Personal Accident insurance
- Flex time
- A great and diverse workplace culture

To apply please submit resume through the job listing on Indeed based on your location:

[Washington](#)

[Oregon or Alaska](#)

Position open until filled. All candidates are subject to a background check.

Business Impact NW is committed to creating and maintaining a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.