

For 100 years, **Amalgamated Bank of Chicago** has fostered deep ties to our customers and our community, serving the banking needs of countless businesses, organizations, institutions, and individuals, many for multiple generations. These relationships are based on profound trust, in-depth understanding and highly personal and responsive service provided by our experienced bankers.

We take tremendous pride in being a great place to work! We value the contributions our employees bring to the table every day. We work hard to nurture and maintain a mutually respectful, diverse culture that fosters teamwork and a commitment to exceptional customer service.

Amalgamated Bank of Chicago is hiring a **Loan Analyst**. This position is responsible for providing analysis of submitted financial information in support of lending officers. It is further responsible for providing support and assistance to the lending officers in the processing and underwriting of loan applications, production of documentation required to book loans and efficient performance of administrative duties for the commercial real estate/commercial loan portfolio.

RESPONSIBILITIES:

- Prepares detailed analysis of financial statements, operating statements, and tax returns for use in preparation of loan presentations.
- Performs ongoing analysis of submitted financials, tax returns, borrowing certificates and rent rolls to ensure compliance with loan covenants and for inclusion in new presentations or file memos as required.
- Performs account-related duties such as maintaining proper collateral and margin requirements on secured loans, documentation of file, loan review reports, etc. to maintain current credit files and data regarding the customers' financial and business status.
- Prepares Credit Committee presentations in a timely manner and ensures the proper distribution.
- Processes the loan input sheet and produces the complete loan documentation process for new loans, loan modifications and loan renewals with the appropriate approvals following all existing policies and procedures.
- Coordinates the assembly of required loan documents to book new loans, loan modifications and renewals including compliance with proper approvals and all existing policies and procedures.
- Analyzes new loan requests including ordering the appropriate credit reports, doing appropriate credit/reference checks, tax lien search, judgement search, title commitments, Experian Reports, UCC's, Certificates of Good Standing, etc.
- Administers numerous account-related functions on behalf of customers such as resolving errors, overdraft problems, customer complaints and maintains contact with operations and other departments to resolve problems or to refer a prospect. Provides follow-up to ensure customer satisfaction.
- Monitors exception, maturity and past due reports and follows up as instructed by the appropriate officer.
- Responsible for the set up and maintenance of all loan files.
- Prepares various monthly/quarterly department reports.
- Keeps abreast of related issues through review of various publications and attendance at customer functions, meetings, seminars, and courses as is appropriate.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

- Bachelor's/undergraduate degree in Finance, Accounting or Business Administration required.
- 3-5 years' experience analysis experience at a financial institution (required)
- Must be flexible to change based on the needs of the business.
- Ability to manage sensitive and confidential information appropriately.
- Strong Microsoft 365 experience
- Strong Microsoft Excel experience.

- Financial Data Reporting software experience required, SageWorks experience preferred.

BENEFITS:

- Competitive compensation package
- Full health insurance (medical, dental and vision),
- 401(k)
- Life insurance
- Education Assistance
- Paid Vacation Days
- Employee Assistance Program
- Open-door work environment
- Opportunities for advancement
- Community Service Opportunities

We are an equal opportunity employer and value diversity, equity, and inclusion at our company. We do not discriminate based on any protected category. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.