

**VERABANK
JOB DESCRIPTION**

JOB TITLE:	Loan Review Officer
DEPARTMENT:	Credit
REPORTS TO:	Board of Directors with daily oversight by Chief Credit Officer
FLSA STATUS:	Exempt
DATE:	April 26, 2022

JOB PURPOSE

To provide an objective appraisal of individual loans and borrowing relationships in order to ensure the appropriateness of risk ratings, to evaluate overall credit quality, to verify proper credit and collateral documentation, and to determine the adequacy of the loan loss reserve, while ensuring compliance with established loan policies and federal regulations.

DUTIES AND RESPONSIBILITIES

- Performs regular loan portfolio reviews based on risk and/or size of all credit types that cover the following areas:
 - Asset Quality - Ensuring that acceptable credit standards are maintained (confirms lien perfection, repayment capacity, collateral, etc.).
 - Documentation - Ensuring that loans conform to established bank lending policies and procedures and that required documents have been obtained and are thorough and accurate
 - Compliance - Ensuring conformance to relevant state and federal laws and regulations
 - Ensures the creditworthiness of the loan portfolio, looking for changes that merit a review of lending practices and/or adverse asset classification
 - Validates the accuracy of the credit grading / loan rating system
 - Evaluates the allowance for loan loss methods/reserves/allocations/watch list
 - Identifies problem loans and describes deficiencies
- Provides detailed reasons/rationale for assigning differing and/or adverse risk ratings
- Identifies and evaluates portfolio trends with respect to delinquency, bankruptcy, demographic and other factors

- Monitors portfolio diversification in accordance with policy guidance and strategic plan
- Stress tests the loan portfolio or individual loans for risk monitoring
- Informs management of any potential fraud opportunities and/or detection
- Verifies quality, completeness and accuracy of supporting loan documentation and analysis
- Reviews collateral documentation
- Performs regular back-end review of financials and related analysis (financial statements, tax returns, rent rolls, personal financial statements, cash flow statements, etc.)
- Identifies trends, debt service coverage, performance ratio analysis
- Reviews loan policy for adequacy and makes suggestions/recommendation for changes/updates/revisions to policy content
- Assesses problem loan management / workout plan effectiveness
- Prepares an executive summary of each review and supporting analysis
- Creates write-ups for presentation to individual lenders and/or management
- Presents a report of findings to Board of Directors
- Participates in special lending-related projects as directed
- Performs additional job-related duties as assigned or required

CONTACTS

Daily contact with lending staff. Frequent contact with supervisor and others in the Credit Department. Reports finding to the Board of Directors no less frequent than quarterly.

SPECIFIC REQUIREMENTS

1. Bachelor's degree or equivalent experience.
2. Five to seven years' experience in consumer lending.
3. Two years' experience in a financial institution in the lending function.
4. Comprehensive knowledge of banking rules and regulations.
5. Excellent oral and written communication skills.
6. Demonstrated experience in quality decision-making skills.
7. Knowledge of personal computer and related word processing and spreadsheet software.
8. Detail oriented.

PREFERRED REQUIREMENTS

1. Familiar with the bank's core accounting system.
2. Ability to work independently and as a team with excellent time management skills.
3. Knowledge of various banking departments.
4. Management skills including organizing, planning, delegating and interpersonal skills.

5. Excellent customer service skills.
6. Leadership and coaching skills that support and create an environment of teamwork.

PHYSICAL REQUIREMENTS

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment. Occasional motor vehicle travel may be required for meetings, training, or other bank matters.

NOTICE

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee

Department/Division Manager

Date

Date