



POSITION DESCRIPTION

Functional Title: Underwriting Specialist

Effective: December 1, 2011

Reviewed: October 2012, October 2013

Reports to: Market President or Regional President, dotted line to Underwriting Specialist Manager

Officer Title: Officer, AVP or VP

Exemption Status Based on FLSA: Exempt

Summary of Job Responsibilities:

Maintains awareness, understanding and compliance with Guaranty Bank and Trust's "Code of Ethics", internal policies and procedures, laws and regulations that are appropriate for his/her position.

Provides overall credit underwriting, loan documentation and routine monitoring support related to borrowing relationships. Engaged in developing new and managing existing borrowing relationships within appropriate guidance, policy and risk parameters. From time-to-time, may engage in servicing deposit accounts/fee-based product needs related to borrowing relationships.

Essential Duties:

Employees are held accountable for all duties of the job.

- Demonstrates core values and guiding principles as outlined in the Bank's identity statement.
- Ensures that all activities and work functions comply with compliance requirements as defined in company policies and procedures and state/federal laws and regulations.
- Based on the level of the role (see Leveling Guide), the Underwriting Specialist will perform the duties below with varying levels of supervision and at varying levels of complexity.
- Collaborates with relationship manager on appropriate structuring of credit.
- Provides credit analysis including but not limited to the following: borrowing purpose; borrowing structure; management ability; economic/market conditions; industry analysis/trends; financial condition; cash flow (base case and downside scenarios); management projections; collateral; guarantor/recourse; strengths and weaknesses/mitigants; and risk rating rationale
- Prepares pre-flight memorandums, credit presentations and problem loan plan of action reports, other reporting as directed
- Interacts with relationship managers, branch/market/regional presidents and credit approval authorities
- Ensures loans are properly documented, may coordinate/close documentation with client directly
- In conjunction with Relationship Assistant, addresses and clears loan related exceptions as appropriate
- Provides routine and on-going monitoring support related to borrowing relationships, including but not limited to timely receipt of required financing reporting from borrowers,

compliance with required financial covenants, early risk identification, and resolution of past due/matured loans, while maintaining strong internal/external communication

- Ensures bank's credit risk is routinely and proactively managed
- In conjunction with Relationship Assistant, may work with borrowing clients on a daily basis regarding account status (NSF analysis, open/closed accounts, CD renewals, fee-based services, possible fraud, stop payments, research requests, etc.)
- May authorize transfers, payments, advances, ACH originations, and wire transactions
- performs account/loan maintenance as required
- Coordinates and/or participates in prospect and/or client relationship meetings, as needed
- Routinely attends all-banker meetings and fully engages in on-going credit training
- May back up banking assistant in various credit-related and/or customer service capacities
- May open/close bank branch as assigned
- Is actively involved in the community
- Performs other duties as assigned.

Non-Essential Duties:

Required Qualifications [Knowledge (Education), Skills and Abilities (KSAs)]:

- Four year college degree or equivalent
- 3-10+ years commercial bank credit underwriting/portfolio management experience
- Ability to build personal credibility with credit approval authorities.
- Possess significant accounting and finance knowledge
- Excellent analytical and problem solving skills
- Demonstrated ability to critically think, formulate and support credit decisions, and logically defend positions.
- Demonstrated ability to negotiate on behalf of the Bank and the borrower while appropriately balancing risk and shareholder value.
- Personal confidence
- Ability to work and lead in a team environment and demonstrate flexibility as business dictates
- Proven ability to communicate verbally and in-writing with internal/external constituents
- Ability and willingness to investigate, resolve and recommend process improvement opportunities
- Knowledge and understanding of bank rules and regulations, BSA, KYC, CRA, compliance
- Knowledge of overall bank products and services

Preferred Qualifications:

- 2+ years of management experience.
- Advanced college degree
- Formal C& I credit underwriting training
- Advanced knowledge of loan documentation on complex credits.
- Private/consumer banking
- Banking/Finance certifications through ABA, Center for Financial Training, Omega Training and/or equivalent

Types of Decisions: This individual will have the ability to make recommendation regarding entering into business relationships with new and existing customers.

Consequences of Errors: Errors may have a significant adverse effect on relationships with customers and the Bank's asset quality.

Contact with Others: Unlimited contact with customers and employees both in person and on the telephone. Must display quality of service showing courtesy, tact, and discretion at all times. Maintains a positive demeanor and displays excellence in service, keeping the banks image in mind at all times.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Ability to sit for 5-6 hours working on computer.

The above statements are intended to describe the general nature and level of work being performed. This job description should not be construed to imply that these requirements (job responsibilities and KSAs) are the exclusive standards of the position. Incumbents may be required to follow other instructions, and to perform other duties, and obtain other KSAs that may be required of the position.

Leveling Guide

	Underwriting Specialist 1	Underwriting Specialist 2	Underwriting Specialist 3 (Senior)
Officer Title	Officer/AVP	AVP/VP	VP/SVP
Scope/Complexity of Work	Handles basic or routine credits. Demonstrates the capacity to handle more complex analysis with significant oversight.	Demonstrates the capacity to handle more complex analysis with moderate oversight.	Demonstrates the capacity to handle more complex analysis with minimal to no oversight.
Borrower Interaction	Handles routine borrower interactions independently. All other contact is joint with manager and/or /relationship manager.	Handles routine borrower interactions and less complex issues independently. All borrower contact involving complex or sensitive issues is joint with manager and/or relationship manager.	Handles routine and complex borrower interactions independently.
Sponsoring of Credit to Approval Authorities	Independently sponsors basic or routine credits. Presents more complex credits with significant involvement of manager and/or relationship manager.	Independently sponsors basic or routine credits. Presents more complex credits with moderate involvement of manager and/or relationship manager.	Presents more complex credits with minimal to no involvement of manager and/or relationship manager.
Loan Documentation and Interaction with Outside Legal Counsel	Independently manages inhouse documentation on basic or routine credits. Coordinates loan documents with outside legal counsel with significant involvement of manager.	Independently manages inhouse documentation on basic or routine credits. Coordinates loan documents with outside legal counsel with moderate involvement of manager.	Independently manages inhouse documentation on basic or routine credits. Coordinates loan documents with outside legal counsel with minimal to no involvement of manager.
Directing Others	Serves as an underwriting resource to less skilled credit analysts and bankers.	Collaborates with and serves as an underwriting resource to skilled bankers; actively mentors less skilled credit analysts and bankers.	Assigns tasks; trains and mentors new hires; answers difficult questions; collaborates with banker to structure more complex credits.
Knowledge	Basic general knowledge of assigned function; sound technical skills; thorough	Thorough knowledge of assigned functions; strong technical skills, thorough	Comprehensive to expert level of knowledge of assigned function; exceptional technical skills, expert

	knowledge of bank policies and procedures, laws and regulations, and compliance	knowledge of bank policies and procedures, laws and regulations, and compliance	level knowledge of bank policies and procedures, laws and regulations, and compliance
Minimum Experience relating directly to position being performed	3-5 years minimum experience in commercial bank credit underwriting/portfolio management experience	5-10 years minimum experience in commercial bank credit underwriting/portfolio management experience	10+ years minimum experience in commercial bank credit underwriting/portfolio management experience