

# **New Carlisle Federal Savings Bank**

**March 2, 2017**

**POSITION:** Full-Time Credit Analyst

**LOCATION:** New Carlisle Office

**COMPENSATION:** Commensurate with experience

**NORMAL HOURS OF WORK:** 40 hours weekly, Monday – Friday

**QUALIFICATIONS, EDUCATION and/or EXPERIENCE:**

- Bachelor degree in business, accounting or finance. Applicants who do not possess the required education may substitute additional credit experience on a year-to-year basis.
- Two to five years of experience in credit analysis and/or lending activities preferred
- Ability to provide superior, quality customer service with both external and internal customers
- Competent knowledge of basic financial accounting, and Windows tools, especially Excel and Word
- Excellent leadership and organizational skills along with strong verbal and written communication skills

**RESPONSIBILITIES:**

- Collect, monitor and analyze financial data to determine credit worthiness of prospective and/or current customer(s) and related entities.
- Order and review appraisal and environmental reports.
- Prepare and process commercial loan renewals and modifications.
- Provide summaries of credit analyses.
- Evaluate strength of collateral.
- Follow up on annual financials and outstanding open items.
- Comply with all applicable regulations, policies, procedures, and guidance associated with the job function.
- And other duties as may be assigned from time to time.

**CONTACT:** All interested applicants submit a cover letter and resume to the Human Resources Department, Attention Julie Brannon, 400 N. Main St., New Carlisle, OH 45344-0245 or [jbrannon@ncfsb.com](mailto:jbrannon@ncfsb.com) or by fax to 937.845.3728.

## **EQUAL OPPORTUNITY EMPLOYER**

New Carlisle Federal Savings Bank is an equal opportunity employer and does not discriminate on the basis of his/her sex, race, color, age, sexual orientation, national origin, religion, ancestry, disability, or veteran status. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the HR Office at 937.845.3636.