



Senior Commercial Credit Officer
Massachusetts Growth Capital Corporation - Charlestown, MA

Job Description:

We are seeking a seasoned commercial loan credit professional to join our team as a full-time Commercial Loan Credit Officer on a hybrid schedule at our Charlestown, MA office. Under the direction of the Chief Credit Officer, you will assist and perform financial analysis of new loans being considered by MGCC, while ensuring conformity with established Credit Policy underwriting guidelines. This is a vital role in the process of arriving at lending decisions that provide capital to generate economic development in Massachusetts and manageable credit risk for MGCC. As a valuable MGCC team member, your duties will include:

- Spread historic and projected financial statements using MGCC's Microsoft Excel spreading template for analysis of prospective and existing borrowers.
- Collaborate with loan officers on credit related questions once initial analysis is conducted to identify completeness and accuracy and analyze inherent risks based on initial analysis of borrower-submitted information.
- Work closely in collaboration with the lending team to move the deal through the credit process as quickly and efficiently as possible.
- Assist and/or complete loan proposals for presentation to internal loan approvers or to Credit Committee
- Assist Loan Officers in tracking the financial performance of existing loans and identifying problems to mitigate risk and/or maximize loan recoveries.
- Act as a central point for the collection and tracking of all monthly, quarterly and year-end financial statements.
- Prepare and deliver financial statement request letters and track the collection thereof.
- Prepare monthly and quarterly loan reviews and identify strengths and weaknesses of existing borrowers in the MGCC portfolio.
- Maintain electronic credit files ensuring all reporting requirements are met according to the established guidelines.
- Maintain various MGCC portfolio reports.
- Attend in-person client and/or prospect meetings with assigned lender or independently as needed.
- Other job-related duties as assigned.

Qualifications & Skills:

- 3-5 years of bank credit analysis experience.
- Corresponding experience as a CFO, controller or financial analyst in an industrial setting.
- Strong financial analytical skills with sound judgement and decision-making abilities.
- Effective written and verbal communication skills that clearly articulate financial information and Borrower's operating issues.
- Motivated self-starter and an active learner.
- Proven ability to take initiative and work independently while remaining a team player.
- Careful attention to detail and time management skills are essential.
- Bachelor's degree in business administration, Finance, Accounting or Economics
- Proficient in Microsoft Word and Excel.

Company Description:

Massachusetts Growth Capital Corporation (MGCC) was established on October 1, 2010, under Chapter 40W of the Massachusetts General Laws, as an independent quasi-public agency formed by the combination of two preexisting entities: the Massachusetts Community Development Finance Corporation and the Economic Stabilization Trust. MGCC is a resource for small businesses seeking growth capital devoted to making nontraditional business loans and administering grants by working with financial institutions, community development corporations and non-profits. Through these collaborations the agency helps create jobs and foster economic growth across the Commonwealth.

Benefits:

MGCC offers a competitive salary and benefits package, including health/dental/life insurance, employer-paid vision insurance, employer-contribution retirement plan, paid vacation and a student loan paydown plan. MGCC is an Equal Opportunity and Affirmative Action Employer. MGCC enthusiastically urges women, minorities and people from a wide variety of backgrounds and experiences to apply.

To apply, please send your resume and cover letter to jobs@massgcc.com.