

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Commercial Underwriter III - Remote

This position is one of several position descriptions for jobs relating to Solar for All posted on the Clean Energy States Alliance [Solar for All webpage](#). It is not necessarily an active job description, but an example for other states to use for their own recruiting purposes.

Location: Remote (AL, AR, LA, MS, & TN)

Working Title: Commercial Underwriter III

Agency: Hope Enterprise Corporation

Salary: -

Job Details

Description

- **Title:** Commercial Underwriter III
- **Department:** Commercial Lending
- **Reports To:** Senior Vice President, Commercial Lending
- **Supervises:** N/A
- **Job Classification:** Full-time, Exempt
- **Location:** AR, AL, MS, LA & TN

The **Commercial Underwriter III** is responsible for conducting a credit and financial analyses for new loan requests to evaluate safety and soundness while minimizing risk for the organization. Generally, the Commercial Underwriter III will be responsible for more complex loans and analyses, consisting of LIHTC (Low Income Housing Tax Credit), Large Commercial Real Estate transactions and Commercial Industrial Loans. The Commercial Underwriter III will progressively review and underwrite New Market Tax Credits transactions. The Underwriter shall have some renewable energy or solar underwriting experience. The Underwriter may assist Portfolio Management and other areas of the Commercial Lending team as needed.

Responsibilities

- Collaborate with the loan officers and market leaders to discuss credit requests and develop strategies to identify and mitigate any potential risk.
- Conduct initial review of the incoming loan packages by determining creditworthiness and compliance with the Credit Union's policy and the NCUA.
- Analyze applicant's business operations, historical cash flow, balance sheet and financial condition, management structure, collateral, projections and compare these elements to RMA when applicable.
- Calculate appropriate financial ratios utilizing, but not limited to, the following methods UCA, Net Operating Income, EBITDA, and Global Debt Service.
- Research and investigate applicable industry and market data/trends.
- Coordinate and incorporate third party reports into the credit analysis when appropriate.
- Review and determine viability of projections, when applicable, for the analysis.
- Review and restructure deals as appropriate.
- Prepare a credit memorandum for presentation to the Credit Committee, with final recommendation.
- Participate in the periodic review of existing portfolio credits, as needed
- Assist in the preparation of Loan Extensions/Modifications, as needed
- Stay abreast of NCUA regulations, industry changes and the credit culture.
- Perform general administrative duties such as attending meetings, report production, etc.
- Assist with special projects as requested/assigned by manager
- Other duties as assigned

Required Qualifications

- Bachelor's Degree in Finance or Accounting
- 7 or more experience in commercial credit analysis and underwriting
- Proven expertise in credit and financial analysis, with strong verbal and written communication skills)
- Proficient in navigating multiple computer systems and applications, with expertise in financial spreadsheets, document creating and/or editing

Preferred Qualifications

- Experience in development finance is preferred
- Renewable Energy / Solar Lending
- Experience with Moody's KMV Financial Analyst or Baker Hill / NextGen, or similar financial spreading software or applications

Key Competencies & Skills:

- Ability to read and interpret documents and write routine reports and correspondence
- Ability to speak effectively before groups of customers and employees of the organization
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio and percent and interpret data.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to evaluate creditworthiness from multiple structured and unstructured variables.
- Ability to restructure loans as necessary.
- Organizational awareness
- Attention to Detail
- Problem Solving
- Usage of Technical Expertise
- Written Communication
- Result Orientation

Work Environment:

- Remote position, allowing flexibility for work location within Mississippi, Alabama, Tennessee, Louisiana and Arkansas
- The ideal candidate should be comfortable working independently while maintaining strong engagement with colleagues and stakeholders across different locations.
- The role requires a reliable internet connection, a quiet workspace, and the ability to collaborate effectively using virtual communication tools such as WebEx, Microsoft Teams, and email.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Comprehensive Benefits Package:

- Paid Vacation and Sick Time
- 11 Paid Holidays
- 401(k) with Company Match
- Medical, Dental, and Vision Benefits
- Flexible Spending Account (FSA)
- Disability Benefits
- Life Insurance, Critical Illness, Accident
- Employee Assistance Program (EAP)
- Tuition Reimbursement, Professional Development

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the [Know Your Rights](#) notice from the Department of Labor.