



HARVEY A. MEIER CO.

FOUNDED 1971

## Position Specification

# ALASKA COMMERCIAL FISHING AND AGRICULTURE BANK

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## Credit Administrator/Senior Lender



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# **Alaska Commercial Fishing and Agriculture Bank-CFAB**

CFAB is a boutique privately owned member/borrower cooperative whose mission is to provide commercial loans to residents of Alaska engaged in the state's commercial fishing, agriculture, resource, and tourism industries. Established in 1980, the bank was financed with \$32 Million in state funds and is now 100% owned by its member/borrowers. CFAB maintains a loan portfolio of which 95% is concentrated in the commercial fishing industry. While having the word bank in its title, CFAB is not a bank in the traditional sense of the word – it does not accept deposits or offer checking accounts; its primary function is to provide financing to its member/borrowers. CFAB has a small cohesive staff of employees located within its Anchorage office. The bank is grounded in ethics, trust, and managed for the long-term. Every employee and every customer is valued as an integral part of the bank's mission and operations.

## **THE CREDIT ADMINISTRATOR POSITION**

This position is a “hands-on” Senior Management Position and is responsible for the effective operation of Credit Administration within the bank's commercial lending team. Responsibilities include ensuring quality underwriting and credit monitoring within the commercial loan portfolio. Key aptitudes of this role are extensive knowledge of commercial credit as well as commercial loan operations and the ability to be able to provide approval or denial recommendations for all loans analyzed by the lending team. The position is also responsible for developing and mentoring lending staff skills. The Credit Administrator works closely with lending staff to provide timely service and ensure consistency regarding loan underwriting and compliance with CFAB's Loan Policy and statutory requirements. Additionally, this position is responsible for overseeing execution of the Bank's annual loan review process as well as facilitating on-going loan portfolio reporting. The position supervises the bank's commercial lending team and reports directly to the CEO.

Essential duties and responsibilities of this position include performing the following personally or through the bank's commercial lending team.

- Assess all credit applications through an in-depth review of financial and business information. Based on analysis performed, provide approval or denial recommendation to the Senior Loan Committee.
- Coordinate the preparation of a comprehensive commercial loan approval package to include evidence of credit structure analysis and due diligence. Due diligence includes the adherence to statutory restrictions and internal and regulatory policies.
- Review all financial information on required loans on an annual basis to prepare and or assist in the preparation of the necessary annual review and assessment of existing credit risk.
- Supervise lending staff in creation of financial spreads, preparation of cash flow and decision of whether to move forward with further analysis.
- Responsible for ensuring loan transactions are booked in accordance with approval and legal documents.
- Supervise Documentation functions regarding the preparation of all loan files, legal documentation, and the establishment of monitoring ticklers and department reporting.
- Responsible for ensuring that the loan portfolio is comprehensively monitored and adheres to established Loan and Operational Policies. Recommend changes to Loan policies as appropriate.
- Work with External auditors and examiners, to coordinate all exam information and review process. Provide guidance in implementing policy and procedural changes recommended by External Loan Review or Regulators.
- Responsible for overseeing the development of and ensuring commercial loan reporting is completed on a timely basis for the Credit Department. Recommend to the CEO any departmental resources or staff changes needed to support the development of the Credit Administration function of CFAB.
- Provide credit administration support and resources for strategic projects as assigned by the CEO.

- Exercise the usual authority of the Credit Administration Officer in matters regarding hiring, staffing, career development and succession planning, performance appraisals, salary recommendations, promotions, and terminations, in accordance with EEO and other pertinent standards and guidelines.
- Maintain an awareness of credit administration practices and other industry changes that might impact the offerings of the Credit Department. Provide recommendation(s) as needed to address these changes.
- Oversee and maintain all electronic reports and media as they pertain to Commercial Loan Administration with oversight of the Banks internal system and reporting as it relates to the Credit Administration function of the department.

## **IDEAL CANDIDATE**

The Credit Administrator should be self-motivated, results-oriented, and possess excellent communication skills with the ability to develop and work in a collaborative and teaming workplace culture exemplifying a commitment to serving member/borrowers. The candidate must be of impeccable character and integrity with a demonstrated track record of execution in the position description's requisites. Intuition with strong decision-making, financial and analytical skills as well as strong interpersonal, communication, customer-service and team skills are a must plus the ability to effectively coach employees. Alignment with CFAB's ethical standards and practices and value system is paramount.

The ideal candidate must possess a minimum of 15 years of commercial banking experience or similar credit union commercial banking experience including a minimum of five years of experience as a manager of loan and credit operations in a moderate sized financial institution. In addition, the candidate must have comprehensive knowledge of the principles of commercial credit, commercial banking laws, loan documentation, loan processing, and credit administrative functions. Strong credit underwriting, credit and tax analysis skills are required including business and individual financial statement analysis with a special focus on liquidity, leverage, cash flow and risk grading standards.

## **LOCATION & Timing**

The successful candidate *must* reside in Anchorage, home of CFAB's headquarters. This position is available immediately.

## **COMPENSATION**

A compensation package of \$165,000 - \$175,000 commensurate with the responsibility and significance of this position will be offered to the successful candidate. Benefits and relocation are negotiable.

## **CONTACT**

Please submit a letter of interest and resume in Word or PDF format referencing **CFAB CREDIT ADMINISTRATOR** to:

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