



Financial Portfolio Manager

Position Summary

Incumbent in the position is responsible for administrative management of all Financial Programs within Commerce RI including but not limited to: loan collection and workout, participation in business development, client servicing, independent assessment of loan requests, limited underwriting; performs all other related work as required.

Responsibilities

- Manages Small Business Loan Fund portfolio.
- Initiates and manages loan collections
- Prepares documentation pertaining to the existing loans.
- Participates in business development efforts by meeting with current and prospective clients to explain financial resource programs available through the Commerce RI to assist in meeting their specific financing needs.
- Prepares required semi-annual federal reports pertaining to SBLF loan activity.
- Fosters relationships with bankers and non-conventional vendors.
- Regularly attends and presents at monthly board meetings of the SBLF, RIIFC, & IRBA.
- Coordinates SBLF's and RIIFC's portion of the Corporation's annual audit; provides information required to complete SBLF single audit report.

Key Competencies

- **Intelligence:** The ability to acquire understanding and absorb information rapidly. A quick study.
- **Resourcefulness:** Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented "doer."
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Goal Setting:** Sets fair stretch goals for self and others. Encourages individual initiative.
- **Ambition:** Desires to grow in responsibility and authority.

Qualifications

- A candidate for this position must have a Bachelor's Degree in accounting, finance or business related field with a minimum of five (5) to seven (7) years' experience in the commercial lending industry, an MBA is preferred.
- Applicants must have demonstrated analytical skills for loan underwriting and structuring, a thorough knowledge of principles and practices of credit administration, portfolio management, loan and bond programs, and knowledge of applicable federal and state laws and regulations.
- Proficiency with business and financial software required such as Excel and Nortridge and other Microsoft programs. Ability to conduct independent research, analyze and interpret results and develop comprehensive reports and proposals. The successful candidate must have demonstrated business writing skills to prepare a summary of the credit analysis.
- In addition, strong negotiation skills, experience in managing problem loans, work out negotiation skills and knowledge of bankruptcy statutes is preferred.
- Experience with public bond financing experience is a plus.

To be considered, candidates must submit a cover letter along with a professional resume and salary requirements via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.