



THE NATIONAL
BANK OF INDIANAPOLIS

The National Bank of Indianapolis
Job Posting: Credit Operations Specialist

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)



**JOB POSTING:
Credit Operations Specialist**

Purpose of Position: The incumbent is responsible for accurately tracking and maintaining financial statement and covenant requirements for bank borrowers, converting financial statements into a standard spreadsheet to ensure ongoing compliance with covenants. In addition, the position is responsible for the management of all credit documents in the Bank's imaging system, and for completing various monthly reports. The incumbent is expected to act in a professional manner and within the accepted standards and practices of the industry, as well as within the Bank's Culture of Excellence.

Essential Functions:

- ◆ Facilitate ongoing tracking and compliance of financial covenants for Bank's loan portfolio, testing on a monthly, quarterly or annual basis as appropriate
- ◆ On a monthly basis, accurately load financial statement requirements into Exception Complete for new loans booked the prior month; delete financial statement requirements on those borrowers who have paid off loans the prior month
- ◆ Update financial requirements on a weekly (or as-needed) basis after reviewing loan committee packet
- ◆ Log tracked financial statement and credit items in a timely manner
- ◆ Prepare and disburse monthly Covenant Exception, Financial Statement Exception and Brokerage Statement Compliance and Unused Line reports
- ◆ Prepare quarterly supervisory LTV for inclusion in the Quarterly Loan Policy packet
- ◆ Identify borrowers who post a net loss for any specific period; prepare and disburse monthly Loss Report
- ◆ Research borrower requirements on latest Credit Approval Document to determine if financial item submitted by borrower/lender is a tracked item (financial statement, covenant or brokerage statement requirement)
- ◆ Process credit/financial information that is emailed into the Credit Imaging mailbox or presented to the department in paper format, including: identifying proper type of document, identifying correct CIF number into which item is to be scanned, identifying correct date of the document, renaming Word, Excel or Adobe files accurately in accepted imaging style, saving documents in appropriate folders for processing
- ◆ Organize and prepare financial documents for the imaging process
- ◆ Engage in routine quality control review of items after imaging, making any necessary corrections

Requirements:

- ◆ College degree in a business discipline is preferred; requires a minimum of 3 hours of college-level financial accounting coursework initially, and at least six hours of college-level financial accounting, including Intermediate Accounting, within 9 months of hire
- ◆ General understanding of banking and banking systems preferred, as evidenced by one or more years of hands-on experience working in a bank
- ◆ Ability to identify various types of banking and financial customer information, including the ability to identify different types of financial statements
- ◆ Ability to interpret data and problem solve
- ◆ High degree of accuracy and attention to detail
- ◆ Demonstrated organizational and time management skills, with proven attention to detail, as reflected by the ability to prioritize work and manage multiple priorities simultaneously without missing critical deadlines
- ◆ High level of computer proficiency, including strong working knowledge of Word, Excel, Adobe Acrobat and Outlook
- ◆ Proven interpersonal and communication skills (written and verbal), with strong emphasis placed on responsiveness and customer service

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