



Position: Credit Analyst – Full-Time

Location: Queenstown, MD

Posting Date: January 7, 2020

The Credit Analyst is responsible for performing a variety of duties to support the Credit Department of which the following are illustrative:

- Analyze financial and related data to determine credit worthiness of the prospective customers and the merits of the loan request for commercial borrowers.
- Maintain credit files on-going basis to ensure that background and historical data, financial statements, tax returns, loan commitments, collateral, correspondence and other supporting documents are included and current.
- Assist with the maintenance of credit files and status reports on large borrowers.
- Prepare reports regarding the overall loan quality, including the watch list.
- Prepare loan packages for review by Officers Loan Committee and Board Loan Committee.

Knowledge, Skills and Abilities

- AA Degree in Accounting or Business preferred.
- Proficient computer skills including Microsoft Word, Excel and Outlook.
- Strong organizational, problem-solving, and analytical skills.
- Acute attention to detail.

Please email resume and/or completed application to HR@queenstownbank.com.

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