



Analyst, Asset Management

Capital Crossing Servicing Company LLC
Boston, MA

Company Overview:

Capital Crossing is an industry leading underwriter, investor in and servicer of commercial real estate and small business loans. Since 1987, the company has purchased and managed more than \$3 billion in assets nationwide, both for its own account and for its strategic partners. It has built its business model and reputation on a strong central core – its people. Our culture is one of teamwork, trust, respect and commitment, and we are always looking for people who are highly motivated and stand out from their peers.

The Analyst provides a high level of support and assistance to the Asset Management Department for the collection, compilation and interpretative analysis of data. Overall job responsibility is conducted in an independent atmosphere where strong financial, computer and general business skills are required.

Key Responsibilities:

- Conduct financial statement analysis and prepare management reports.
- Drafts Annual Loan Review (ALR) for approval to include loading of financial spreads/rent rolls/cash flows/checklists.
- Small balance loan assistance to include preparing risk rating change forms, charge-off memos, payoff requests and discounted pay off (DPO) requests.
- Performing small balance commercial loan portfolio management (Insurance, collections, delinquency comments, insurance check endorsement/negotiations, delinquency management).
- Quarterly real estate tax analysis of properties.
- Tracks and reports expiring insurance, and provides post-closing review of loan documentation.
- Maintain and assemble credit files for compliance (contains notes, mortgage, title, financials, insurance etc.) and conducts credit investigations.
- Prepare customer correspondence and request borrower financial information.

Minimum Requirements:

- Bachelor's Degree in Finance, Economics, Accounting, Business Management or related field.
- 3-5 years of experience.
- Exposure to commercial loan workouts.
- Demonstrated leadership and ability to work in a fast paced-environment.
- Proficient in Excel.

Desired Requirements:

- Successful completion of a formal credit training program preferred.

Capital Crossing offers a comprehensive compensation and benefits package.

Contact Information:

For consideration, please forward a cover letter, resume and salary requirements to careers@capitalcrossing.com.

Capital Crossing Servicing Company LLC an Equal Opportunity Employer.