

Senior Portfolio Management Officer - Community Development Banking Bank of America

Washington, District of Columbia

Posted 09/15/22

Job Description:

This role demonstrates strong judgment and sound credit skills. The role involves ongoing management and primary accountability for all monitoring and maintenance activities for an assigned portfolio of Community Development Lending (CDL) loans, primarily larger/complex client relationships. Role is responsible for monitoring clients operating performance and financial condition to proactively identify issues. They are responsible for researching financial, industry, economic and other analysis to facilitate decision making and inform risk rating, while also ensuring adherence to credit policies, guidelines, and applicable regulatory requirements. The Senior Portfolio Management Officer (SPMO) provide ongoing coaching and support to other Portfolio Management team members. SPMOs may call on credit clients and prospects in partnership with the RM and/or CO as appropriate. The role also approves credit transactions and includes Single Signature Authority as applicable based on credit approval grid. Reports to the Credit Products Manager (CPM) and partner closely with COs, Underwriters and Relationship Managers (i.e. Deal Team members), as well as risk partners and other associates within other BofA lines of business that have a connection to the client relationship.

General qualifications include: a BS/BA degree and 7+ years of solid experience in financial analysis, structuring, underwriting and portfolio management, strong communication and analytical/technical skills, including financial accounting, modeling and loan structuring.

Role Overview:

The SPMO is responsible for post close credit activity including documenting the conditions for pre-approved extensions and the associated legal documents of the existing debt book in CDL, which includes construction and term loans to affordable housing developers. In addition, the SPMO is responsible for all monitoring and maintenance activities on an assigned portfolio including Risk Rating Scorecards, Annual Reviews, Individual Loan Reports, Covenant Compliance, and data input and

management. A key job function is the monitoring of clients operating performance and financial condition to proactively identify issues and opportunities. A SPMO also delivers financial, industry, economic and other analysis to facilitate decision making for the client coverage team, while also ensuring adherence to credit policies, guidelines, and applicable regulatory requirements.

The SPMO is an individual contributor who reports to the Credit Regional Portfolio Manager and partners closely with Credit Officers and Underwriters. The SPMO is responsible to drive process simplification and improvement under the direction of the Regional PMO Manager.

Functional Role Description:

- Activities associated with the minor modification of existing credits (EMAF-based actions and Minor Modifications, as defined in the Approval Grid) and the extension of facilities which have qualified for defined extension options
- Collateral analysis, and sponsor / guarantor analysis and review of related legal documents
- Ensures construction project
- Reporting and maintenance on the existing loan portfolios
- Responsible for the timely and accurate risk rating of each loan in one's assigned portfolio

Shift:

1st shift (United States of America)

Hours Per Week:

40

To Apply:

Job ID:22074932:

Senior Portfolio Management Officer - Community Development Banking

<https://careers.bankofamerica.com/en-us/job-detail/22074932/senior-portfolio-management-officer-community-development-banking-multiple-locations-esomprank-izezr9becs-1>