

COMMUNITY FUTURES LETHBRIDGE

Business Analyst

Are you excited about helping people realize their career and business goals? Do you have experience thinking outside the box and coming up with dynamic solutions? Are you creative and able to think outside the box when working with clients? Are you motivated by a challenge?

If you answered yes to these questions, Community Futures Lethbridge Region wants to talk with you!

Community Futures Lethbridge Region is a grass roots Community Economic Development organization governed by a volunteer 12-member Board of Directors. Community Futures is a strong community stakeholder that contributes to the economy by assisting clients in starting, operating and buying businesses; works with non-profit organizations and municipalities in Strategic Planning and Business Planning and providing ongoing clients support in the form of Coaching, Mentorship and Business Incubation.

We wish to engage the services of a Business Analyst to provide Business Lending services. This position will involve community networking, conducting initial client meetings, helping clients with loan applications; providing counseling and/or technical support and completing all due diligence associated with the lending portfolio, including security and collateral checks; presenting loan applications to the Board of Directors; upon approval, preparing all loan documents and ensuring they are completed; ensuring site visits, client follow ups and paperwork management are complete.

This is a permanent position commencing immediately (*30 to 37.5 hours per week and start date negotiable*). Remuneration will be commensurate with experience.

Interested candidates are asked to apply with Resume, Cover Letter and three (3) References via email to dsinclair@albertacf.com. Closing date is 4:00pm, August 6, 2020.

We thank all applications for considering this exciting opportunity. Only those applicants receiving an interview will be contacted. This job posting will remain open until a suitable candidate is found.

**COMMUNITY FUTURES
LETHBRIDGE REGION**
<http://www.lethbridgeregion.albertacf.com>

2626 South Parkside Drive
Lethbridge, AB T1K 0C4

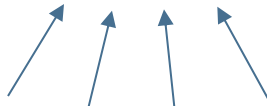
Phone: (587) 800-8431
Email:
dsinclair@albertacf.com

BUSINESS ANALYST COMMUNITY FUTURES LETHBRIDGE

Who are We?

CORPORATE MISSION STATEMENT:

To financially assist and support entrepreneurs and communities to foster economic growth.



PURPOSE OF THE POSITION

This involves:

Business Assistance and Small Business Loans to Entrepreneurs

Manage Loan Accounts Effectively

Service Focus

Networking with partners,
clients, community

Develop Loan Proposals

Implement Lending Policies

A DAY IN THE LIFE

1. Meet new and existing clients who have inquiries about small business financing

CFLR loan policy
& processes

Business review

Business &
Personal credit
analysis

Works with clients
to prep loan
applications

Take loan proposals to In-
House Committee &
Board

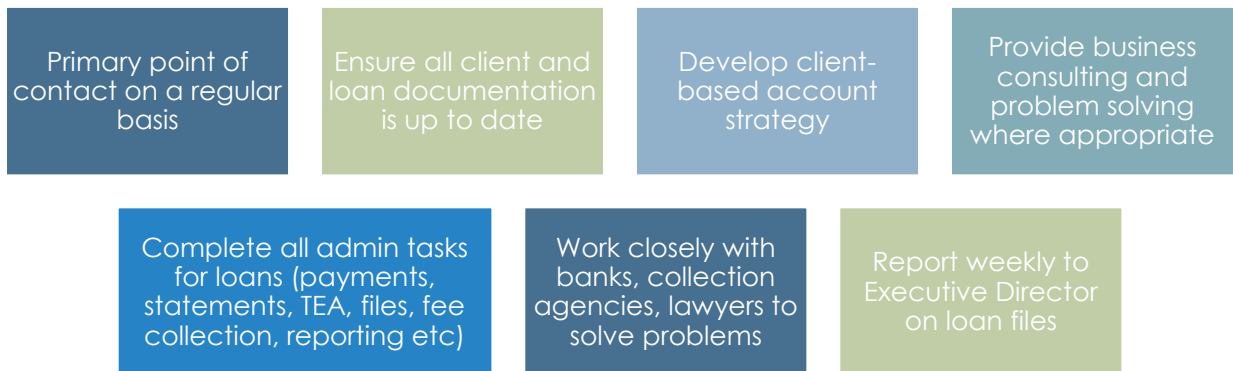
Finalize legal and
security needs

Disburse funds as
approved

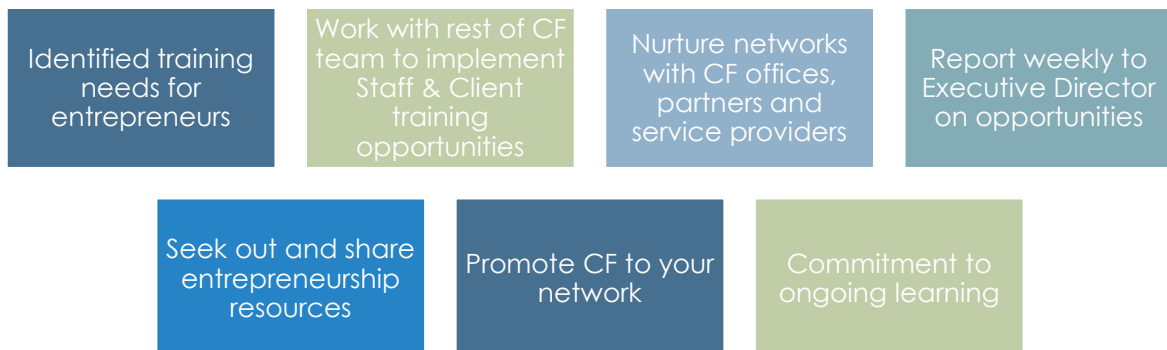
2. Responsible for management of the organization's overall loan portfolio.



3. Account manager for all existing clients and loan files



4. Network, Resource Sharing and Training



WHAT YOU WILL NEED

- Preference University degree in Business or Commerce or equivalent experience
- Preference five years' experience lending funds to businesses
- Experience in small business development, business plan preparation and cash flow analysis
- Experience in collections is desired
- Excellent communication skills
- Ability to conduct financial statement analysis
- Ability to maintain accurate and detailed records with strong organizational & filing skills
- Proficient in Microsoft Office Software
- Problem solving skills
- Knowledge of the lending process and business planning
- Knowledge of opportunities for business development in Alberta
- Customer-driven attitude
- Criminal and Child Intervention Record Checks (on request if needed)
- Valid Driver's License
- Reliable Vehicle – as occasional travel throughout region is required
- Confirmation of Insurance coverage on vehicle (Recommend \$2,000,000 liability).