



Borel Private Bank & Trust Company®

A Division of Boston Private Bank & Trust Company

Organizational Title: Special Assets Officer – Contract (9 – 12 months)

Reporting To: Credit Administrator

PURPOSE OF THE JOB:

Officer will work with existing borrowers to prevent and/or mitigate the potential loss exposure to the Bank on loans that have been designated as criticized or classified

Major Areas of Responsibility

- Direct responsibility for a portfolio of lending relationships which have been assigned a criticized/classified risk rating.
- Determining the appropriate strategy, implementing and monitoring the loss mitigation process as applicable to relationships assigned.
- Completion of various internal and external reports and analysis which is then submitted to Bank Management, the Board of Directors and Internal & External Auditors.

Qualifications and Education Requirements

- B.S./B.A. in Finance or Accounting preferred
- Three to five years of previous loan workout or loss mitigation experience for a Commercial Bank.

Preferred Skills

- Excellent knowledge of law surrounding debtors and creditors, including bankruptcy.
- Excellent analytical skills.
- Excellent oral and written presentation skills.