



Credit Analyst Intern

Northern Initiatives

Northern Initiatives (NI) is a non-profit Community Development Financial Institution that provides access to capital, information, and markets to advance and connect small businesses and their communities. Northern Initiatives supports entrepreneurs, business, manufacturing firms, banks, educational institutions, and non-profit organizations in a common effort to strengthen the economy of Michigan and Northeastern Wisconsin.

To learn more about Northern Initiatives visit www.northerninitiatives.org or find us on Facebook: [Facebook.com/NorthernInitiatives](https://www.facebook.com/NorthernInitiatives).

Position Summary

The position provides support to the Lending Department in the key areas of financial analysis and loan underwriting, portfolio risk management, and documentation management. The position also works with the Business Services staff to help customers utilize their financial statement information to analyze trends and make informed business decisions. The Credit Manager provides supervision and mentoring for this position.

Key duties include:

- Utilize loan origination and underwriting platform to spread financial data, print reports and analyze for performance and trends.
- Interpret trends or issues relevant to information gathered from financial statements and communicate results to lending staff.
- Generate systematic letters to customers to request financial statements and record receipt for compliance tracking.
- Assist the Credit Analyst with underwriting and preparing loan memos as well as annual financial reviews of existing borrowers.
- Assist the Portfolio Administrator in maintaining and updating Credit Files, as assigned.
- Assist Lending staff in documentation and file management in compliance with Risk Management protocol.
- Assist Business Services staff to create customized financial reports and educational resources for customers.
- Other duties as assigned.

Qualifications

- **Student must be admitted to the NMU School of Business. A grade point average of 3.0 or higher is preferred. Junior level student with a major in Finance or Accounting would be most suitable for this position.**
- Excellent verbal and written communication skills.
- High degree of accuracy and attention to detail.
- Experience in using and researching topics on the internet.
- Proficiency in Microsoft Office software products.



Expectations

- Maintain professionalism and confidentiality at all times and exhibit a high quality of competence in carrying out duties.
- Work on multiple projects at one time, maintaining flexibility and patience in balancing work assignments.
- Observe safety, health, and sanitation codes, as well as regulations, policies, and practices required by Northern Initiatives.
- Exhibit willingness to work as part of a team.

Wage and Other Information

- Wage for this internship is \$10.20 per hour.
- It is expected that the position will require the student to work approximately 15-20 hours per week during the fall and winter semesters and up to 30 hours per week during the summer semester.
- The position can be used as internship credit, which is to be setup by the student and department. This is optional and not a requirement for the position.
- Northern Initiatives is located on NMU's Campus in the Jacobetti Complex.

Interested students should submit an application, resume, and at least 2 references to Northern Initiatives, P.O. Box 7009, Marquette, MI 49855. All positions will be located at the Northern Initiatives' office, Suite 202, Jacobetti Complex, Northern Michigan University.

The application can be downloaded at: northerninitiatives.org/internships.

Send application packets c/o:
Kathy Leone
Credit Manager
kleone@northerninitiatives.org