



**Job Title:** Workout Specialist

**Reports to:** Chief Credit Officer

**Job Summary:**

Workout Specialist is responsible for managing portfolio of non-performing commercial loan relationships to implement timely workout, repossession, or legal action required to secure the Bank's collateral and reduce the risk of loss.

**Duties/Responsibilities**

- Collect financial statements and prepare analysis to make recommendations to Credit Management Team to administer the turnaround or exit of complex credit relationships, which could include modifications.
- Assess repayment ability under restructure and forbearance situations, as well as negotiate repayment with borrowers under complex loan relationships.
- Initiate contact at business location for site visits, discuss workout strategies with borrowers, inspect collateral and condition, and to obtain signatures.
- Determines loan defaults, delinquent amounts, payoff amounts, collateral values, and other relevant data
- Collaborate with legal counsel to validate legal actions using cost effective strategies
- Assess credit quality of relationship to determine overall performance and risk; provide recommendations for Non-Accrual and Charge-Off for loan losses.
- Keep abreast of business and market trends that may affect portfolio performance.
- Seeks payment alternatives through workout strategies to avoid liquidations and improve the Bank's position in recovering the debt.
- Monitors and manages on-going performance of borrowers under workout plans.
- Interact with Small Business Administration to ensure compliance with SBA related due diligence performed at account level to protect the guaranty or loss share provisions.
- Identify and investigate high risk / high exposure situations and escalate situations appropriately to Management.
- Adhere to applicable compliance/operational risk controls in accordance with Company or regulatory standards and policies.
- Complete other related duties as assigned.

**Essential Knowledge, Skills and Abilities:**

- Knowledge of banking and lending operations and procedures, regulations and standard banking practices.
- Strong verbal, written and interpersonal communication skills.
- Ability to travel regularly; amount depends on portfolio of business assigned.
- Understanding of Bankruptcy laws and Uniform Commercial Code.
- Proficient in MS Office (Excel, Word, Outlook)

**Required Education and Experience:**

- Bachelor's degree or equivalent in Accounting, Business, Finance or related field of study, plus 5 years relevant professional work experience including equity valuation, collection or credit experience.

OR in lieu of a degree,

- Work experience including a minimum of 10 years relevant professional work experience including equity valuation, collections and commercial lending experience.

**Physical Requirements:**

Prolonged periods of sitting at a desk and working on a computer.  
Must be able to lift up to 15 pounds at times.

**Salary:**

\$90,000 - \$130,000 annually based on experience

**UniBank** is proud to be an Equal Opportunity Employer committed to hiring the best qualified candidate. All qualified applicants will receive consideration for employment without regard to any protected class, including race, color, ancestry, religion, gender, national origin, sexual orientation, age, citizenship, marital status, disability, or protected veteran status. In accordance with applicable law, we make reasonable accommodations for applicants' and employees' religious practices and beliefs, as well as any mental health or physical disability needs.