Position Summary:
The primary purpose of the position will be to support the underwriting and credit approval activities within Pineapple Capital Group’s Capital Markets team as well as other risk management activities. The position will also have both management reporting and project-related responsibilities. This position will support several acquisition, refinancing, and cash out deals.

- Loans to businesses which meet SBA 7(a), 504, and USDA eligibility criteria
- Loans to business which meet CMBS & Life Insurance eligibility criteria
- Loans to business which meet Conventional and Hard money eligibility criteria

Principal Responsibilities:
- Support the underwriting, approval and portfolio management activities of SBA/Non-Recourse loans within Pineapple Capital Group’s Capital Markets Team.
- Underwrite proposed credit transactions for consideration under all the SBA, 7(a), 504, USDA, CMBS, Insurance, and Conventional loan programs based on collected financial information and eligibility requirements.
- Participate in borrower due diligence meetings and follow up as necessary for typical loan due diligence items to ensure eligibility and compliance with SOP.
- Review and analyze available personal and commercial collateral based on banking methodology and requirements.
- Write effective and thorough credit authorization memorandums in preparation for approval and closing.
- Work in on loan packages to review closing documentation to ensure compliance with the SOP and Pineapple Capital Group’s approval conditions.
- Present credit relationships to Lenders Management Credit Committee.
- Perform industry analysis.
- Maintain compliance with the Bank Secrecy Act, OFAC and USA PATRIOT Act including Customer Identification Program, customer due diligence, identifying high risk accounts and reporting of suspicious activities to Supervisor or BSA Department.

Requirements:
Minimum Education: Minimum of Bachelor’s degree in Finance, Hospitality, Accounting or Economics

Skills and Knowledge:
- Proficient in use of PC software tools including Microsoft Office Suite
- Excellent oral and written communication and presentation skills
- Strong organizational skills and effective time management
- Prior experience in financial statement spreading and analysis is preferred