

OKLAHOMA WATER RESOURCES BOARD

Vacancy Announcement

Position Open September 8 through 21, 2020

Financial Loan Analyst, D10A

Specific Location of Work: 3800 North Classen Boulevard
Oklahoma City, OK 73118

Minimum Qualifications: Education and Experience: requirements at this level consist of a bachelor's degree in business administration, mathematics, a closely related field, or an equivalent combination of education and experience, substituting one year of experience in Finance, Credit Analysis, Accounting, Project Management, Risk Management, or a closely related field for each year of the required education.

Salary: \$44,000. A probationary period of one year will apply.

Description of Skills and Work Duties: Positions in this job family are assigned responsibilities involving the review and analysis of financial information and loan documents related to water/waste water project loans under authorized financial assistance programs. This includes evaluating loan applications for proper completion and submission of required records and data, analyzing the revenues, expenditures and debt obligations of applicants, monitoring closed loans to ensure compliance with loan provisions and monitoring water systems cost, production, consumption and other performance factors.

Typical Functions:

The functions within this job family will vary by level, but may include the following:

- Evaluates new loan applications to ensure proper completion and submission of required financial information to facilitate financial credit analysis.
- Reviews and analyzes financial accounting data, legal documents, contracts, proposals and other records and documents to complete the financial credit analysis; advises applicants of additional information or documents that may be required.
- Analyzes revenues and expenditures and current and future debt obligations; completes debt coverage calculations and future revenue and expenditure and ratio tests and justifications; analyzes monthly operating statements and annual audits of loan recipients.
- Monitors closed loan portfolios to ensure compliance with covenants and requirements of loan closing documents in servicing the loan.
- Prepares loan documents, reports and correspondence; develops and monitors financial/economic market information data bases concerning financial assistance programs.
- Coordinates with financial advisors, board counsel, underwriter, insurer, rating agency and trustee bank on financing strategies concerning current and future assistance programs bond issues.

For additional information regarding work duties please contact: Charles.deCoune@owrb.ok.gov. To apply for the position, follow the procedures at the Human Capital Management's website at <http://jobaps.com/ok> OR if you are a current State employee or have reinstatement rights (classified only), apply at <http://www.jobaps.com/OK/promo.asp> prior to the closing date specified above.



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