



## **Business Analyst**

The Lake of the Woods Business Incentive Corporation (LOWBIC) is seeking an energetic individual to fill a full-time **Business Analyst** position. This position has the ability to work in a hybrid office environment.

LOWBIC is a not-for-profit corporation governed by a Board of Directors servicing the Kenora Area.

The Business Analyst is responsible for all aspects of the lending portfolio including growth, collections, business counselling and assessing feasibility of client business ideas/proposals/plans.

### **Key Functions & Duties**

- Respond to enquiries regarding business ideas & financing requirements.
- Provide guidance, assistance and information in the development of client business plans, cash flows, loan applications, government programs and other financing options.
- Review and analyze applications for financing, including assessing financial viability, management capability, social and community impact, repayment ability, job creation, feasibility and security.
- Prepare letters of offer and other loan security documents, maintain client loan files.
- Enter/maintain client information in client management system; all reporting as required (monthly – annually).
- Process monthly electronic loan payments.
- Other duties as assigned by the Executive Director.

### **Desired Qualifications:**

- *University Degree or College Diploma in business, commerce or relevant field is an asset.*
- *Previous commercial lending experience at a traditional lender or another Community Futures is a plus.*
- *Understanding of financial statements, sound business acumen, impeccable judgment, ethics and morals.*
- *Excellent written and oral communications skills including the ability to make effective oral presentations.*
- *Excellent organizational skills including the abilities to manage time, multitask and prioritize.*
- *Team player who is able to work well with others both internal and external to corporation.*

**Salary range \$70,000 - \$85,000**

**Only those chosen for an interview will be contacted**

**Please email cover letter & resume by 4 PM on February 10<sup>th</sup> to:**

**Ryan Reynard, Executive Director    [rreynard@lowbic.on.ca](mailto:rreynard@lowbic.on.ca)**