

Region IV Development Association (RIVDA) is a non-profit organization headquartered in Twin Falls Idaho serving South-central and southwestern Idaho. The organization provides financial resources to small businesses and community organizations to promote community improvement and job creation. See <https://rivda.org/>.

RIVDA is recognized by the U.S. Small Business Administration (SBA) as a Certified Development Company (CDC) and authorized to administer SBA's 504 loan program. RIVDA administers several other loan programs that are funded in partnership with other Federal agencies including the Economic Development Administration (EDA) and the U.S. Department of Agriculture – Rural Development (USDA-RD).

## **Internship/Job Title**

Small Business Loan Credit Analyst

## **Internship/Job Location**

- 202 Falls Ave, Twin Falls, ID.

## **Internship/Job Timeframe**

- Full or part-time position working up to 40 hours per week Monday through Friday. Successful candidate would be expected to start in May and conclude in August. The position could be open as well through the end of the year.

## **Compensation**

- \$20 per hour.

## **Internship/Job Overview or Description**

The credit analyst will assist the organization with the collection, input, and analysis of annual business and personal tax returns obtained from the company's business loan customers. Customer interaction will include email and phone communication with business owners as well as their banker and CPA to request the information. After obtaining tax returns, the documents are to be organized and saved to the organization's shared drive. The information is private and sensitive. The financial information within the tax returns is then to be input into the company's financial analysis software. The credit analyst will be trained to analyze the data for repayment ability, financial trends, and loan compliance. The position will report to the Loan Division Manager.

## **Requirements / Desired Qualifications**

- Working towards a Bachelor's Degree in Accounting, Finance, Business Administration, or related field.
- Good verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Good time management skills.
  
- Minimum skills include basic math and prior training or experience with finance and accounting is preferred. In addition, the intern should be proficient with word and excel. The person will report to the Loan Division Manager.



## How to Apply

To apply, please provide a cover letter, resume, and references electronically to [jobs@rivda.org](mailto:jobs@rivda.org). Contact Rob Atkins, Loan Program Manager and Senior Loan Officer at 208-732-5727, extension 3002, for questions. For more information about our organization, please visit our website at [www.rivda.org](http://www.rivda.org).