



1st Choice Credit Union

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| Job Title: | Financial Service Officer | Scheduled Days: | Monday - Friday |
| Department/Group: | Lending | Hours: | 8:00am – 4:30pm |
| Location: | Auburn Office - Atlanta, GA | Travel Required: | Minimal Travel Required |
| Level/Salary Range: | \$70,000 | Position Type: | Full-Time |
| Reports To: | Jameka Lain | Date Posted: | 05/19/2020 |

Job Description

1st Choice Credit Union is seeking a dynamic, experienced lending professional to manage its lending operations.

Summary:

The position is responsible for managing all functions of lending. Summary: The Financial Service Officer will oversee lending operations with full responsibility for the growth and operations of our lending function and will be responsible ensuring that department goals are achieved and that all compliance and regulatory standards are met. The Officer is responsible for assessing lending-related business opportunities, ensuring organizational readiness to implement new product offerings as well as successfully manage and grow current lending programs. The candidate must have excellent analytical skills, a deep understanding of financial services, a strong background in customer service, strong organizational skills and attention to detail, and the ability to multi-task. Excellent verbal, written communication skills are also required.

ROLE AND RESPONSIBILITIES

- Responsible for growth and management of loan operations
- Setting, tracking and meeting growth goals in origination volume
- Development of market opportunities
- Management of Credit Policies
- Marketing and Business Development
- Pipeline Management
- Ongoing Development of Portfolio Reporting
- Loan Servicing Oversight, including collections and workouts
- Management of Legal and Compliance Issues
- Interaction with 3rd party lending servicers

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Finance or Business or related field
- Five years of management experience in a lending role
- Small business lending experience
- Demonstrated project and operational management skills including the ability to manage and prioritize multiple tasks

For consideration of this position, please email your resume to info@1stchoicecu.org.