

<b>Job Title</b>	Loss Prevention Manager
<b>Short Description</b>	Responsible for the control of all loan and/or credit card accounts that are late, potentially delinquent, delinquent or written off. Assist in the adjustment of difficult and complex member account situations.
<b>Full Description</b>	<ol style="list-style-type: none"><li>1. Establishes and maintains effective collection procedures on those loan accounts that are late, potential delinquents, delinquents and written-off loans.</li><li>2. Responsible for the accurate accounting and collection of accounts charged to the reserve, the accounting of the other assets general ledger.</li><li>3. Serves as Credit Union's representative dealing with the Credit Union's attorney, Small Claims Court, auto repossessions, collection agencies and bankruptcy courts as required.</li><li>4. Maintain log for 1099 IRS reporting and ensure 1099 reporting is submitted</li><li>5. Review bankruptcy filings and respond to filings not handled by Credit Union attorney.</li><li>6. Responsible for executing the proper procedure to repossess collateral and secure delinquent loans. Should assure the upkeep of all repossessed or foreclosed collateral while in the Credit Union's possession and will make recommendations on disposition of collateral in the best interest of the Credit Union.</li><li>7. Responsible for the accurate maintenance of all records required to support and document delinquency control.</li><li>8. Prepares monthly delinquency reports, periodically reviews and evaluates collection procedures and policies and makes recommendations to the Chief Lending Officer.</li><li>9. Trains, directs and monitors performance of all personnel within the department.</li><li>10. Responsible to execute the proper procedure for Writ of Garnishments to the Credit Union.</li><li>11. Collection of all credit union accounts.</li><li>12. Maintain a professional and positive attitude at all times in order to set an example for employees and other supervisors.</li><li>13. Required to follow policy and procedures related to Bank Secrecy Act (BSA), Anti-Money Laundering (AML), OFAC and the USA Patriot Act, Customer Identification Program (CIP) and Customer Due Diligence (CDD). Understands that failure to comply with these requirements may be subject to strong disciplinary</li></ol>

action, up to and including termination by the credit union, as well as civil and criminal penalties.

14. Perform other duties as assigned by Management.

**Education**

High school diploma or the equivalent. Minimum of three years credit union or comparable experience; collection experience preferred. College degrees may be substituted for experience. Supervisory experience preferred. Must be bondable.

**Additional Comments**

**Credit Union**

Members First Credit Union of Florida

**State**

Florida

**Contact Name**

martha Tubb

**Email**

martha.tubb@mfcufl.org

**Phone**

850-434-2211

**Fax**

**Expiration Date**

01/07/2022